Student Enrichment Services (SES) is one of three departments within Campus Inclusion and Community at Northwestern University and opened its doors in October 2014. SES partners with first generation, undocumented/DACA, and/or lower-income students to foster identity development, navigate campus resources, and build community. Through campus-wide partnerships and advocacy, SES strives to build an inclusive Northwestern community that is welcoming, supportive, and accessible for all students.

About the Graduate Assistant Position

The Compass Graduate Assistant (GA) for Student Enrichment Services is a part-time staff member, who is directly supervised by an Assistant Director of Student Enrichment Services. The individual in this position assists the Assistant Director in all matters pertaining to the Compass Mentorship Program. Compass is a cohort-based, year-long peer mentorship program that connects incoming first-generation, lower-income, and/or undocumented/DACA (FGLI) students with trained 2nd, 3rd, 4th year student mentors. Through virtual one-on-one meetings, events, and workshops, students learn how to successfully navigate Northwestern while learning more about how the FGLI identity informs and strengthens their experiences at Northwestern.

The GA for Student Enrichment Services will start September 1, 2021 – June 30, 2022. By applying for this position, you are agreeing to this start date. The graduate assistantship begins with a two-day mandatory training that will take place September 1 -2, 2021. Orientation may be virtual or in-person and has not been determined at this time. To be successful in your position, it is critical that GAs attend the entirety of the training from 9:00-5:00pm each day.

The hourly rate for this position is $16.00 per hour with a maximum of 20 hours each week. GAs will work with their supervisor to set a weekly schedule. GAs are only permitted to work when Northwestern classes are in session; not during university breaks and holidays. Some evening and weekend hours are necessary. Completion of a bi-weekly timesheet is required.

Responsibilities of the Graduate Assistant include:

- Attend full day GA Orientation training coordinated by Campus Inclusion and Community (CIC)
- Graduates Assistants work 15-20 hours per week; Exact hours are finalized with supervisors
- Attend Friday Compass Workshops (evening hours required)
- Attend Monday Professional Development sessions (evening hours required)
- Supervise 4-5 Compass mentors
- Assist Compass mentors with the development of Compass workshops and other related programs
- Research best practices at other universities around the experience of first-generation and lower-income students.
- Attend meetings with staff, students, other CIC graduate assistants, and stakeholders to build community and offer ideas for partnership and co-sponsorship across all CIC departments
- Serve as an SES representative, as appropriate, during informational presentations and distribute general information about the office and its services/programs
- Assist with other SES office projects, including but not limited to assistance with Winter Gear, Welcome Kits, Front Desk Coverage, and walk-in appointments
- Other duties as assigned.

To apply, please fill out the CIC Graduate Assistant Application Form and submit a resume, cover letter and the names, addresses, and phone numbers of three (3) references.

Applications will be accepted and reviewed until the position is filled.
About Northwestern University

Recognized both nationally and internationally for the quality of its educational programs at all levels, Northwestern University is a private institution founded in 1851. The University has two campuses located on Lake Michigan: a 240-acre campus in Evanston, the first suburb north of Chicago, and a 25-acre campus in Chicago. Northwestern also has a campus in Education City, Doha. Northwestern University in Qatar (Nu-Q) offers undergraduate degree programs in communication and journalism.

Northwestern combines innovative teaching and pioneering research in a highly collaborative environment that transcends traditional academic boundaries. It has distinguished itself by encouraging innovation and integrating experiences across fields. Northwestern provides students, faculty, and staff exceptional opportunities for intellectual, personal and professional growth in a setting enhances by the richness of Chicago.

As one of the newest additions to the Division of Student Affairs, the Department of Campus Inclusion and Community is dedicated to collaborating with students, faculty, and staff with the aim of making Northwestern University an inclusive community for all Wildcats. DCIC’s primary goal is to cultivate a community of respect at Northwestern. Visit our website for more information about the department: http://www.northwestern.edu/inclusion/.