Knight Community Scholars Position Description
2021-2022 Graduate Assistant Position

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.

Knight Community Scholars is a group of hand-selected Northwestern first-generation and/or low-income undergraduates who have exhibited high levels of commitment to family and community, intellectual curiosity, resilience, and leadership potential. From orientation to graduation, Knight Community Scholars will be equipped with a team of staff/advisors, a peer community, and individualized resources to ensure their academic success, fulfillment of personal aspirations, and increased sense of belonging while thriving at Northwestern. The hallmarks of this program are the 1:1 advising sessions with an SES staff member, the engagement of faculty from multiple disciplines, and the monthly group meetings focused on student development and community building. The program currently will have between 110-125 students in three cohorts at the start of the 2021-2022 academic year, and the graduate assistant will be asked to interact with all three cohorts during their tenure.

About the Graduate Assistant Position
This Graduate Assistant role in Student Enrichment Services is a part-time staff member, who is directly supervised by one of the Assistant Directors of Student Enrichment Services. The individual in this position with assists the Knight Community Scholars team in all matters pertaining to the development and growth of this cohort-based program. Specific areas of responsibilities are outlined below.

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 orientation training from 9-5pm starting September 1st 2021
• Graduates Assistants work 15-20 hours per week.
• Assist with managing the Knight Community Scholars program.
  o Responsibilities may include but are not limited to:
- Planning and attending monthly group meetings. This may include securing a location, communicating with university faculty or staff that may attend, and other various logistics required in event planning.
- Meeting with the Knight Community Scholars ambassadors to get their input on programmatic events and utilize their skills and talents throughout the year.
- Organizing and updating the program's Canvas page to include relevant event information, campus opportunities, and scholar progress through the quarter.
- Develop and implement workshops for the scholars addressing elements of their student development (identity-development, academic skill building, financial wellness, etc.)

- Assist with the development of events and programs targeted to first-generation and lower-income students.
- Manage event-planning and all marketing/outreach for programming.
- Research best practices at other universities around the experience of first-generation and/or lower-income students.
- Attend meetings with staff, students, other CIC graduate assistants, and other 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.
- Attend CIC Committee meetings, Northwestern Student Engagement meetings, and Northwestern Student Affairs meetings.
- Seek Professional Development Opportunities inside and outside of the University to help you progress as a Student Affairs professional.
- Meet with Students when needed when they come into the SES office for any questions or concerns.
- Assist with with Purple Pantry, Commencement, Dillo day, and other large University Events as needed.
- 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.

Link to application [https://forms.dosa.northwestern.edu/view.php?id=1120248](https://forms.dosa.northwestern.edu/view.php?id=1120248) 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 enhanced 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/](http://www.northwestern.edu/inclusion/).