2020 Counselor Position Description

Campus Inclusion and Community (CIC) seeks energetic and enthusiastic students interested in making a positive impact on the next generation of Wildcats! Counselors for the Summer Academic Workshop (SAW) serve as important ambassadors and role-models to incoming first-year students. Counselors will help students develop lasting relationships; learn how to navigate Northwestern University; and empower students with important tools for their personal success.

The SAW Counselor position is a spring and summer appointment from April 1 through September 11, 2020. Please note that Labor Day Holiday is included in this work commitment. Residency in a campus residence hall is required during SAW Counselor Training and Program dates from August 19 through August 21, 2020. Residency will be compensated through the program. Counselors will report to the SAW Graduate Assistant GA. Counselors will receive a $200 stipend at the end of Spring Quarter and $1,000 at the end of the summer program. CIC hopes to hire six (6) Counselors for SAW 2020.

Applications are due Monday, February 17, 2020.

Primary Responsibilities:

- Develop relationships through intentional interactions with students. Offer encouragement, support, and general guidance on the Northwestern experience.
- Plan and implement events designed to create a welcoming and supportive environment.
- Help lead initiatives designed to complement and augment students’ academic experience.
- Communicate regularly with SAW GA and the CIC staff. Complete administrative tasks, including but not limited to daily check-ins and supervisor meetings, event planning, and paperwork.
- Serve in a duty rotation to ensure safety, security, and policy enforcement within the residential area, including weekends. Submit reports to SAW GA with details of incidents. Properly report both emergency and non-emergency incidents.
- Complete other duties as assigned.

Qualifications & Competencies (Education, experience, skills, knowledge, and abilities):

- Must be a full-time undergraduate student in good academic and non-academic standing
- Strong interest in the support and development of low-income and/or first-generation college students
- Strong interest in social justice
- Available to work and live in a campus residence hall from August 19 through September 11, 2020. (Note: You will be required to move into your Fall space by Big Switch Day tentatively set for Tuesday, September 8, 2020)
- Three references: one must be a NU professor; one must be a current or previous supervisor. Please note that SAW Committee Members and undergraduate students are not acceptable references for this position.
- Previous work or volunteer experience as a peer educator or a similar position is preferred, but not required.

Application

Applications are due Monday, February 17, 2020. To apply and for more information, visit our website: [http://www.northwestern.edu/inclusion/programs/saw](http://www.northwestern.edu/inclusion/programs/saw)