2021 SAW 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.

Schedule and Compensation:

The SAW Counselor position is a spring and summer appointment.
- Spring appointment: April 1 through June 12, 2021
- Summer appointments from August 18 through September 12, 2021.

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 18 through September 12, 2021. Counselors will report to the SAW Graduate Assistant. Counselors will receive a $200 stipend at the end of the Spring Quarter and $1,000 at the end of the summer program. CIC hopes to hire six (6) Counselors for SAW 2021.

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.
- Attend Counselor Training from August 18 through August 22, 2021.
- 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 22 through September 12, 2021.
- 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 Sunday, February 7, 2021. To apply and for more information, visit our website: http://www.northwestern.edu/inclusion/programs/saw