

Graduate Assistant for Leadership Development

Northwestern RESIDENTIAL SERVICES

Position Summary

The Graduate Assistant for Leadership Development (GA) works with the Residential Services team to foster an inclusive residential environment that fulfills the mission, goals, and vision of the Division of Student Affairs. The GA is a 10-month, 20 hour a week, master's seeking student whom live-on campus and reports to the Assistant Director of Residential Life.

The GA should be well-organized and able to work in a fast-paced, complex organization with daily priority changes. A successful GA should possess excellent interpersonal communication, organization, administration, and project management skills as well as a commitment to educate students, engage the community, and enrich the Northwestern experience.

Primary Duties and Responsibilities

The GA focuses on the design and execution of leadership development programs within Residential Life. The GA will work in conjunction with an Assistant Director to plan and implement the annual Leadership Summit during spring quarter in addition to coordinating monthly leadership development opportunities for Residential Life student staff and volunteers. The GA will serve as the point person and coordinator for annual student leadership elections within the residential areas and aid Resident Directors in recruiting and advising student leaders throughout the academic year. The GA may also work in collaboration with the Assistant Director to advise student leadership groups within Residential Life. The GA will support and participate in major Residential Life processes, including but not limited to student staff selection and training and professional staff selection and training.

Compensation

The GA position will receive a \$1000.00 monthly stipend (10 months) plus housing accommodations and a meal plan to use when the campus dining halls are open. Please note, the candidate selected for this position will not receive any additional benefits, other than the stipend, apartment and meal plan stated above. The GA can purchase a faculty/staff parking pass through parking services, but is not covered by the department. We are not able to offer a tuition waiver, health insurance, or other benefits.

Minimum Qualifications

A successful candidate will have the following qualifications: Undergraduate experience living on campus. Enrolled in a graduate program at Northwestern University or other local institution for the entire 2018 -19 academic year.

The GA position requires the ability to review written documents, manuals, and online materials; operate office equipment including computers, cell phones, printer equipment as well as being able to assist others in doing so; and lift and carry at least 10 pounds. The GA position requires the ability to monitor social and educational activities, recognize fire alarms, and recognize facial features for security purposes. The GA must be able to ascend stairways and have the ability to identify potential safety hazards and to be able to monitor adherence to rules and policies. The GA must have sufficient abilities to provide clear instructions and directions in emergency situations where rapid and clear communication is essential.

Preferred Qualifications

Experience working with high-achieving and diverse students in a fast-paced environment. Experience with the implementation and assessment of student learning outcomes. Experience with research methods, both qualitative and quantitative.

Enrolled in the Master of Science in Higher Education Administration and Policy program at Northwestern or comparable program at another local institution.

Application Process

Interested candidates should email a cover letter detailing their interest in and related qualifications for the position, along with a resume to:

Amanda Mueller

Assistant Director, Residential Services

Amanda.mueller@northwestern.edu

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

*Employment term: Early August 2018 to June 28, 2019

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.

Northwestern's Residential Services program serves nearly 4,200 undergraduates and nearly 650 graduate students in more than 30 residence halls, residential colleges, and residential communities. Visit our website for more information about the department's mission and operations: <http://www.northwestern.edu/living/>.

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