

Northwestern | STUDENT AFFAIRS

Residential Services

Graduate Assistant to the Faculty-in-Residence & RAE Team

Position Description

Position Summary

As a part of the Residential Services team, the Graduate Assistant to the Faculty-in Residence (FIR GA) works collaboratively with faculty, staff, and students of the Southwest area to foster a vibrant and inclusive environment in a residential area with a live-in faculty member who organizes academic, cultural, and social programming for residents. In addition to working with the FIR of the Southwest area, the FIR GA will work with the central Residential and Academic Engagement (RAE) team to support higher level area initiatives such as centralized programming and communication efforts. The FIR GA is a Northwestern graduate student who serves as a part-time (20 hours per week), live out staff member reporting to the Faculty-in-Residence (FIR). This position includes working with diverse groups of students, staff, and faculty in a highly selective and competitive environment. The GA can expect to work closely with central office members within the Office of the Residential Experience, Resident Directors (RDs), and student staff within the area.

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

The Residential and Academic Engagement Team, which oversees the FIR program, currently anticipates one opening for the 2024-25 academic year. The employment term will be September 1, 2024 through June 30, 2025.

Position Duties and Responsibilities

Faculty-in-Residence Engagement Support (10 hours per week)

- Support programming in the residential area served by the FIR
- Assist the FIR with planning, coordinating, advertising, and hosting events and programs for residents
- On-site coordination of FIR events, including presence before, during and after the event
- Assist FIR in coordination of Resident Assistant event support through collaboration with the Resident Directors and Assistant Resident Directors in the area
- Assist the FIR in overseeing managing program spending, including submitting reimbursements and facilitating other spending on behalf of the FIR via RAE
- Assist the FIR with assessment, including (but not limited to) program evaluation and student learning; this includes recording student attendance at events
- Assist the FIR in identifying and recruiting other faculty members and/or administrators to engage with students in the area through programs and events
- Reach out to campus offices and departments about possible programs for residents
- Attend scheduled meetings with the FIR as requested

- Communicate with the FIR about any concerns related to the well-being of residents
- Perform other duties as assigned by the FIR

RAE Team Support (10 hours per week)

- Assist in the development, distribution, and management of marketing materials related to campus partner programming
- Create and support graphics and content to be utilized for social media, newsletters, and reach TV
- Assist in maintaining the four residential area websites and SharePoint sites
- Assist in analysis of residential experience data and creation of visualizations for area teams
- Other duties as assigned

There are differences among the areas served by FIRs. Each area has a unique community, diverse opportunities, and accessible amenities to engage Northwestern undergraduate students as they navigate their first two years on campus. Applicants should therefore be aware that details of the FIR GA position may vary based on different area needs.

Compensation

The FIR GA will receive a \$1,000.00 monthly stipend (10 months, September-June), a limited meal plan to use when the campus dining halls are open (10 months, September-June), and a fully furnished one bedroom on-campus apartment. The candidate selected for this position will not receive any additional benefits, other than the stipend, apartment, and meal plan stated above. The FIR GA can purchase a student parking permit (an R permit) through the Parking Office, but the cost will not be reimbursed by Residential Services. Residential Services does not offer a tuition waiver, health insurance, or other benefits.

Minimum Qualifications

The FIR GA position requires the ability to review written documents, manuals, and online materials; operate office equipment, including computers, cell phones, and printers, as well as being able to assist others in doing so; and to lift and carry at least 10 pounds. The FIR GA position also requires the ability to monitor social and educational activities.

A successful candidate will also have the following qualifications:

- Undergraduate experience living on campus
- Enrollment in a graduate program (master's or terminal degree) at Northwestern University for the entire 2024-25 academic year
- Excellent interpersonal communication, organization, administration, and advising skills and experiences, as well as a commitment to advancing social justice, furthering student learning, and enriching the Northwestern experience

Preferred Qualifications

- Experience working with community development
- Experience working with high-achieving and diverse students in a fast-paced environment
- Experience with the implementation and assessment of student learning outcomes
- Experience as a Resident Assistant (RA) or similar position as an undergraduate
- Experience working with social media and communications platforms