

# Northwestern | STUDENT AFFAIRS

## Multicultural Student Affairs

### 2025 – 2026 Graduate Assistant Position

#### Content Focus: Asian, Pacific Islander, and Desi American (APIDA) Students

#### About MSA

Multicultural Student Affairs (MSA) is one of the five departments within Campus Inclusion and Community (CIC) at Northwestern University. Our mission is to enrich the cultural experience of Northwestern through leadership and education programming; providing opportunities for community engagement and identity expression; and assisting students in navigating the University.

#### About the Graduate Assistant Position

Graduate Assistants (GA) in MSA will gain valuable skills that can be transferred to any area within higher education and beyond. Each GA will be supervised by one of our five full-time staff members, who each serve as a content expert for one of the following student communities: African American/Black; Asian, Pacific Islander, and Desi American (APIDA); Latino/a/x; Native American/Indigenous; Native and Indigenous (NAI); and Southwest Asian and North African (SWANA). In addition to working with a specific student community, the GA is also given the opportunity to work across communities through collaborations both within and outside of CIC that address the needs of the APIDA student body while remaining in scope of MSA's goals and learning outcomes.

The term for appointment for MSA GA's will be from September 8, 2025 – June 19, 2026. By applying for this position, you agree to this start date. The graduate assistantship begins with a one-day mandatory orientation that will take place on September 8, 2025, at the Multicultural Center (MCC). To be successful in your position, it is critical that GAs attend the entirety of the orientation from 10:00 AM – 2:00 PM.

The hourly rate for this position is \$20.00 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 during Fall, Winter, and Spring quarter, 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:

- Provide support to MSA staff with planning and facilitating MSA-sponsored programs such as Wildcat Welcome events, End-of-Year events, heritage month events, as well as regular quarterly events.
- Manage the APIDA-MSA Google Workspace account by overseeing email outreach, program data collection, as well as other shared community resources.
- Create social media marketing materials such as flyers for events in addition to other creative campaigns to disperse knowledge and education about the APIDA community.
- Assist with the development, implementation, and improvement of new and existing programs based on students' needs and feedback.
- Establish relationships with students through programming and hosting regular office hours.
- Foster connections with academic departments and assist the MSA staff with determining collaborative efforts with organizations outside Northwestern University.
- Attend regular check-in meetings with the supervisor.

- Serve as an MSA representative, as appropriate, during informational presentations and distribute general information about the office and its services/programs.
- Support other programs, as appropriate, sponsored by departments within Campus Inclusion and Community, the Division of Student Affairs and the NU community.
- Complete other duties as assigned.

To apply, please fill out the Graduate Assistant Application Form.

### **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: <https://www.northwestern.edu/inclusion/>.