

Northwestern | STUDENT AFFAIRS

Multicultural Student Affairs

2025-2026 Graduate Assistant Position **Content Focus: The Black House Operations**

About MSA

Multicultural Student Affairs (MSA) is one of five departments within Campus Inclusion and Community (CIC) at Northwestern University. MSA's mission honors the historic legacy of those that fought for existence on campus by providing space, resources and opportunities for Black, Indigenous and students of color to convene, celebrate and grow.

About the Graduate Assistant Position

The Black House is a space that was fought for by Black students during the Bursar's Takeover of 1968 when just over 100 Black students and allies took over the Bursar's Office to demand equitable support and services for Black students on-campus after months of attempting to work with the university leadership. Since then, the Black House has served as a home away from home to countless generations of Black and African-American Students at Northwestern.

Reports to: Assistant Director of Multicultural Student Affairs

The Graduate Assistant role supports the operational functions of the Black House at Northwestern University. 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 Black House. 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; 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.
- Support the logistics and communication of the Black House Advisory Board/MSA Student Employee Program.
- Co-plan and execute on-going Black House Table Talk passive programming.
- Co-manage Black House Google Workspace account by overseeing email outreach, program data collection, as well as other shared community resources.
- Support the logistics and coordination of Black House Tours.
- Assist in organizing and maintaining the Black House Basement Storage.
- Complete other duties as assigned.

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

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

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 enhances 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:

<http://www.northwestern.edu/inclusion>