

# Northwestern | STUDENT AFFAIRS

## Multicultural Student Affairs

### 2026-2027 Graduate Assistant

#### Programmatic Focus: Black House Operations

#### About Multicultural Student Affairs (MSA)

Multicultural Student Affairs (MSA) is one of five departments within Campus Inclusion and Community (CIC) at Northwestern University. MSA supports student learning and engagement through educational programming, leadership development, community-building initiatives, and the stewardship of campus spaces that support student connection and engagement.

#### Position Overview

The Graduate Assistant for Black House Operations supports the day-to-day operations, programming logistics, and administrative coordination of the Black House, a historic campus facility that serves as a hub for MSA-sponsored programs, student gatherings, and institutional engagement.

This role focuses on operational support, program execution, communication systems, and space stewardship, while collaborating closely with MSA professional staff, student employees, advisory groups, and campus partners. The Graduate Assistant contributes to the effective functioning of the Black House as a campus resource and supports MSA-wide initiatives hosted in the space.

#### Appointment Details

- **Reports to:** Assistant Director of Multicultural Student Affairs
- **Position Term:** September 8, 2026 – June 18, 2027
- **Hours:** Up to 20 hours per week
- **20 hours per week, \$20/hour** (Employment during academic quarters only; not during university breaks or holidays). Some evening and weekend hours are required. Bi-weekly timesheet required.
- Mandatory training at the start of the academic year (Sept 9-10, 2026)

## Core Responsibilities

The Graduate Assistant will:

- Support MSA professional staff with the planning and facilitation of MSA-sponsored programs and events hosted in or connected to the Black House, including Wildcat Welcome events, heritage month programs, quarterly initiatives, and end-of-year events.
- Provide logistical and communication support for the Black House Advisory Board and the MSA Student Employee Program, including meeting coordination, documentation, and information sharing.
- Co-plan and execute ongoing Table Talk passive programming, supporting content preparation, setup, and assessment.
- Assist with the coordination and facilitation of Black House tours, including scheduling, preparation, and logistical support.
- Support the organization, maintenance, and inventory management of the Black House Basement Storage area.
- Co-manage the Black House Google Workspace, including:
  - Monitoring and responding to general email inquiries
  - Supporting program-related data collection and documentation
  - Maintaining shared digital resources and calendars
- Assist with general space operations and stewardship, ensuring the Black House remains organized, functional, and prepared for programs and meetings.
- Serve as a representative of Multicultural Student Affairs during events, tours, and informational interactions connected to the Black House.
- Complete other duties as assigned in support of MSA and Campus Inclusion and Community initiatives.

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**To Apply:** Fill out an MSA Graduate Assistant Application Form

**Priority Deadline** to apply is March 27, 2026