

Northwestern | STUDENT AFFAIRS

Multicultural Student Affairs

Graduate Assistant – Cultural Programs and Community Engagement

(5 Positions Available | Programmatic Focus Areas)

About Multicultural Student Affairs (MSA)

Multicultural Student Affairs (MSA), housed within Campus Inclusion and Community (CIC) at Northwestern University, supports student learning and engagement through educational programming, leadership development, and community-building initiatives. MSA collaborates with campus partners to create opportunities that foster dialogue, reflection, and connection across the Northwestern community.

Position Overview

Multicultural Student Affairs is hiring five Graduate Assistants for the upcoming academic year. All Graduate Assistants share a common role structure and core responsibilities, while each position is assigned to a distinct programmatic focus area consisting of specific initiatives, signature events, and ongoing projects coordinated by MSA.

Each Graduate Assistant is supervised by a professional staff member and works closely with MSA staff, campus partners, and student leaders to support the planning, implementation, and assessment of MSA-sponsored programs. While each GA has a primary program portfolio, collaboration across focus areas and departments is an essential component of the role.

Appointment Details

- **Reports to:** Assistant Director of Multicultural Student Affairs
- **Position Term:** September 9, 2006 – June 18, 2027
- **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, 2006)

Core Responsibilities (All Positions)

All Graduate Assistants will:

- Support MSA professional staff with the planning, implementation, and evaluation of educational and cultural programming, including signature events, workshops, discussion series, and community gatherings.

- Assist with the Wildcat Welcome programs prior to the start of the Fall quarter.
- Assist with event logistics and coordination, including space reservations, communication and outreach, publicity, budget tracking, and program assessment.
- Contribute to the development and continuous improvement of programs using participant feedback, assessment data, and departmental learning outcomes.
- Build relationships with students through program support, event attendance, and collaboration with registered student organizations connected to MSA initiatives.
- Attend and actively participate in weekly MSA staff meetings, monthly CIC meetings, and other planning or coordination meetings as needed.
- Serve as a representative of Multicultural Student Affairs during information sessions, presentations, and campus programs.
- Support additional CIC, Student Affairs, or Northwestern University initiatives as assigned.

Programmatic Focus Areas

Each Graduate Assistant will be assigned **one** of the following programmatic portfolios. Responsibilities within each focus area align with the core duties listed above, with additional emphasis on the initiatives noted.

Focus Area A: Southwest Asian & North African (SWANA) Student Support and Initiatives

- Support the planning, implementation, and evaluation of MSA-sponsored programs including SWANA Heritage Months (Persian, Arab, Armenian, etc) in the spring, quarterly SWANA Leadership Mixers, community gatherings, workshops, and special events. This includes assisting with booking spaces, facilitation, and marketing materials.
- Maintain a strong relationship with growing undergraduate student communities attuned to their specific needs, cross-campus collaborative partners, and local SWANA organizations and artists.

Focus Area B: Asian, Pacific Islander, & Desi American (APIDA) Student Support Initiatives

- Assist the Assistant Director with MSA-sponsored programming including APIDA Heritage Month which takes place during Spring quarter in May, quarterly APIDA Leadership Mixers which take place during Fall, quarterly Solidari-Tea which takes place during Fall, Winter, and Spring and annual APIDA Book Club which takes place during Spring.
 - Plan and lead Solidari-Tea, a recurring discussion-based program designed to foster reflection, storytelling, and community dialogue connected to APIDA-focused themes and experiences.
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Focus Area C: Native American and Indigenous (NAI) Student Support Initiatives

- Assist the Assistant Director with MSA-sponsored programming including NAI Heritage Month in November, the annual Sand Creek Massacre Commemoration in November, annual Spring Pow Wow, and the annual Community Celebration that takes place in May.
 - Plan and lead recurring discussion-based programming such as Harvest Indigenous Discussions designed to foster connection, community dialogue, and reflection connected to NAI-focused themes and experiences. This includes space reservations, curriculum development, facilitation support, and program assessment.
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Focus Area D: Black/African American Diaspora Student Support and Initiatives

- Contribute to series-based programs developed in response to student feedback, including initiatives such as *What's Poppin*, *Dinner and Dialogue*, and the *Black Leadership Retreat*. Support the planning and implementation of Black History Month programming.
 - Serve as a co-facilitator for the Association of Black Leaders (ABL), supporting leadership development, group facilitation, and program coordination for student organization leaders.
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Focus Area E: Latine Student Support and Initiatives

- Collaborate with the Assistant Director, on MSA-sponsored programming including Hispanic Heritage Month in September/October, assist with the bi-quarterly Latine Student Leadership Advisory Board meetings; as well as quarterly Latine-centered programs, workshops, and socials.
- Support theme development, outreach, cross-campus collaboration, communication, and event logistics, including reservations, publicity, assessment, and budget management tied to the Northwestern Latine student-community.

To Apply: Fill out an MSA Graduate Assistant Application Form

Priority Deadline to apply is March 27, 2026