

Student Office Assistant Position

Job Description:

Multicultural Student Affairs is seeking a creative, detailed oriented, and energetic Office Assistant who can manage multiple specialized projects and demonstrates a commitment to diversity and social justice. This person serves as the first point of contact for students, visitors, faculty and staff at our three spaces: Gender & Sexuality Resource Center, Multicultural Center, and the Black House.

Duties and responsibilities can include: opening and closing facilities; providing front desk reception and general office duties as assigned, including research; managing reservations; assisting peers using office services; office branding; marketing/communications; event planning and execution; data collection; technical support; programming support including but not limited to heritage months, community nights, facilitation, special events etc.

Job Requirements:

Exceptional attention to detail; high degree of organization and professionalism; punctuality and reliability; intermediate computer skills, ability to work independently and collaboratively in a fast-paced environment; desire to serve peers and act as a role model; and capacity to maintain effective relationships with students, professional staff, and faculty. Experience with data collection and analysis, customer service, and demonstrated commitment to diversity and inclusion are highly desirable. Availability for weekend shifts is a must. Willingness to work remotely and in-person in all 3 MSA spaces. All undergraduate students are encouraged to apply.

Employment Requirements:

- Compensation: \$13.60/hour
- Must be an NU undergraduate student.
- Students with a Federal Work-Study allotment for the 2021 - 22 academic year strongly preferred. Limited positions available for non-Work-Study students.
- Shifts: 8 - 12 Hours per week.

Expectations:

- Adhere to expectations set forth by MSA
- Remain in good academic standing, with a minimum cumulative GPA of 2.7, with no/low level conduct violations. Conduct violations are subject to review.
- Work 8 - 12 hours weekly
- Must work at least 1 Friday night, 5 Saturday and 4 Sunday shifts each quarter
- Attend scheduled team meetings, only absence exception is for scheduled classes
- Attend a quarterly training, scheduled on the first Thursdays of the quarter.
 - Fall Training: 10/5 or 10//7
- Complete quarterly performance evaluations
- Fall Quarter shifts begin October 1 - December 10
- Winter Quarter shifts begin January 3 - March 18
- Spring Quarter shifts begin March 28 - June 10

MSA Hours of Operation

During Academic Year while classes are in session

- Gender & Sexuality Resource Center
 - Monday - Friday from 9 AM – 5 PM
- Black House and Multicultural Center:
 - Monday - Thursday from 9 AM - 12 AM
 - Friday from 9 AM - 10 PM
 - Saturday & Sunday from 12 PM - 12 AM.

For more information contact msa@northwestern.edu