

Native American and Indigenous Outreach Coordinator

Job Description

The Native American and Indigenous Student Coordinator will support recruitment and outreach initiatives at Northwestern with a focus on building and sustaining connections with Native American and Indigenous students and communities. Strong candidates will have prior experience working with Indigenous communities and familiarity with the Northwestern Native American and Indigenous community. Coordinators will carry themselves respectfully and appropriately as they represent Northwestern not just as a student, but also as an employee of the Office of Undergraduate Admission.

Responsibilities include:

- Planning, executing, and evaluating outreach events to be developed in collaboration with Admission Director.
- Assisting with the development of communication networks focused on Native American and Indigenous communities.
- Creating a newsletter, blog post, or similar communications about student group, community, or national events and other topics of interests that affect, involve, or are otherwise related to Native American and Indigenous students at Northwestern.
- Communicating with prospective students about student life from the perspective of a Native American and Indigenous student.
- Supporting Admissions Director with attendance at local college fairs, community events, and recruitment events through thorough knowledge of admissions, student life and academic offerings at Northwestern.
- Detail-oriented approach, accountability, and initiative to tasks assigned by Admissions Directors.
- Knowledge of Northwestern through personal experience and resources provided by Admission Directors.

Email Niyo Moraza-Keeswood (niyomk@northwestern.edu) if you are interested in applying.