

**2023-2024 Graduate Assistant Position  
Content Focus Latinx/a/o Students**

[About MSA](#)

Multicultural Student Affairs (MSA) is one of three departments within Campus Inclusion and Community (CIC) at Northwestern University. Our mission is to enrich the cultural experience of Northwestern through leadership and education programming; providing opportunities for community engagement and identity expression; and assisting students in navigating the University.

[About the Graduate Assistant Position](#)

Graduate Assistants (GA) in MSA will gain valuable skills that can be transferred to any area within higher education and beyond. Each GA will be supervised by one of our five full-time staff members, who each serve as a content expert for one of the following student communities: African-American/Black; Asian, Pacific Islander, and Desi American (APIDA); Latino/a/x; Native American/Indigenous; and Lesbian, Gay, Bisexual, Transgender, Queer. In addition to working with a specific student community, the GA is also given the opportunity to work across communities through collaborations both within and outside of CIC that address the needs of the LGBTQIA+ student body while remaining in scope of MSA's goals and learning outcomes.

The term for appointment for MSA GA's will be from August 31, 2023 –June 7, 2024. By applying for this position, you are agreeing to this start date. The graduate assistantship begins with a two-day mandatory training that will take place August 31 – September 1, 2023. To be successful in your position, it is critical that GAs attend the entirety of the training from 9:00-5:00pm each day.

The hourly rate for this position is \$16.00 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:](#)

- Collaborate and co-create with the Assistant Director and, at times, with other Graduate Assistants in coordinating special programs and projects, such as Latinx Heritage month, community gatherings, workshops, and socials. This includes theme development, community outreach, cross-collaboration with other centers/departments, email correspondence, and event logistics (e.g. room reservations, publicity, program assessment, and budget management).
- Assist with the development, implementation, and improvement of new and existing programs based on Latinx students' needs and feedback.
- Support the Assistant Director in coordinating the annual Latinx Congratulatory Celebration at the end of the year.
- Attend a range of meetings with staff, students, and other community stakeholders to assist with community building and strategic planning efforts, including monthly CIC meetings, weekly MSA staff meetings, and weekly/bi-weekly meetings with the Assistant Director.
- Foster connections with academic departments and assist the Assistant Director with determining potential collaborative efforts with Evanston and Chicago-area community organizations.
- Serve as an MSA representative, as appropriate, during informational presentations and distribute general information about the office and its services/programs.
- Complete some other tasks as assigned.

To apply, please fill out the CIC Graduate Assistant Application Form found on the [CIC website](#). 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 enhanced 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/>.