Graduate Assistant to the Faculty-

Communicate with the FIR about any concerns related to the well-being of residents Perform other duties as assigned by the FIR

RAE Team Support (10 hours per week)

Assist in the development, distribution, and management of marketing materials related to campus partner programming

Create and support graphics and content to be utilized for social media, newsletters, and reach TV

Assist in maintaining the four residential area websites and SharePoint sites Assist in analysis of residential experience data and creation of visualizations for area teams Other duties as assigned

There are differences among the areas served by FIRs. Each area has a unique community, diverse opportunities, and accessible amenities to engage Northwestern undergraduate students as they navigate their first two years on campus. Applicants should therefore be aware that details of the FIR GA position may vary based on different area needs.

Compensation

The FIR GA will receive a \$1,000.00 monthly stipend (10 months, September-June), a limited meal plan to use when the campus dining halls are open (10 months, September-June), and a fully furnished one bedroom on-campus apartment. The candidate selected for this position will not receive any additional benefits, other than the stipend, apartment, and meal plan stated above. The FIR GA can purchase a student parking permit (an Rpermit) through the Parking Office, but the cost will not be reimbursed by Residential Services. Residential Services does not offer a tuition waiver, health insurance, or other benefits.

Minimum Qualifications

The FIR GA position requires the ability to review written documents, manuals, and online materials; operate office equipment, including computers, cell phones, and printers, as well as being able to assist others in doing so; and to lift and carry at least 10 pounds. The FIR GA position also requires the ability to monitor social and educational activities.

A successful candidate will also have the following qualifications:

Undergraduate experience living on campus

the entire 2025-26 academic year Excellent interpersonal communication, organization, administration, and advising skills and experiences, as well as a commitment to furthering student learning and enriching the Northwestern experience

Preferred Qualifications

Experience working with community development Experience working with high-achieving and diverse students in a fast-paced environment Experience with the implementation and assessment of student learning outcomes