OPPORTUNITY

Part Time Graduate Assistant for the Institute for the Study of Islamic Thought in Africa

Job Summary:
The Institute for the Study of Islamic Thought in Africa (ISITA) is seeking a Graduate Assistant with excellent organizational and communication skills, as well as an interest in acquiring additional administrative abilities. ISITA is based at the Program of African Studies and is an affiliate program of the Buffett Institute for Global Studies.

The ISITA GA will be a part of a dynamic team, including the ISITA director and associate director, committed to sponsoring and facilitating innovative, multi-disciplinary research and programming on the dynamic role of Islam in Africa, past and present. Visit ISITA’s website to learn more: https://buffett.northwestern.edu/programs/isita/index.html

The GA will primarily support ISITA’s programmatic and research efforts through a broad variety of administrative processes and activities, from event coordination and logistics to communications and support for research. Candidates with scholarly interests and expertise relevant to ISITA (e.g., Africa, Islam, religious studies, Arabic language) are especially encouraged to apply, since the position will offer opportunities to contribute to research efforts and to engage with esteemed scholars in the field. In this role, the GA will also develop advanced skills in communication, collaboration, management, and organization.

The candidate must be a quick learner who is organized, detail-oriented, and able to prioritize tasks and adhere to deadlines. The ideal candidate will have some experience in event planning and execution but can expect to develop further skills through relevant trainings.

Specific Responsibilities:
Events
- Work with ISITA’s director and associate director to plan events, including but not limited to: speaker series, symposia, workshops, performances, film screenings, and conferences
- Coordinate and execute events logistics, including venue reservations, catering, A/V, and communications
- Monitor progress on critical deadlines: invitations, venue and catering reservations, receipt of speaker information, finalization of agenda, etc.
- May arrange for visitor accommodations and/or travel arrangements
- Be in attendance during events to ensure smooth operations
- Evaluate event results to inform future planning
- Ensure compliance with Northwestern policies and procedures

Communications
- Maintain the ISITA website, and perform necessary updates
- Add ISITA’s events to PlanIt Purple
- Create flyers for events in consultation with director and associate director
**Finances**
- Communicate with the associate director about payment for events and speakers/visitors
- Communicate with speakers/visitor regarding their visit and ensure that they understand Northwestern guidelines about reimbursable expenses
- Request, collect, and submit required receipts, information, and forms to the appropriate staff member for reimbursements and any visitor honorariums

**Minimum Qualifications:**
- Project management and communication skills
- Ability to prioritize tasks and meet deadlines
- Organized and detail-oriented multi-tasker
- Interest in gaining experience in administrative capacities
- Willingness to learn new systems, technology, and processes, including:
  - Financial processes regarding domestic and international payments
  - Content management system (CMS) for website

**Preferred Qualifications:**
- Prior experience in event planning and coordination
- Basic knowledge of website content management systems (CMS)
- Familiarity with Adobe Photoshop or equivalent software
- Arabic or French language skills or experience helpful

**Learning Objectives:**
- Gain holistic experience in planning and executing academic programming
- Learn key administrative processes and technologies
- Develop insight into how to market academic events and manage event logistics
- Enhance communication skills through regular engagement with faculty, visitors, and ISITA staff

**How to Apply:** Interested applicants may submit their materials (CV, brief cover letter, and names of two faculty references) to ISITA’s associate director, Rebecca Shereikis, at r-shereikis@northwestern.edu.

**Hours:** 10 hours per week.
**Pay Rate:** $15/hour.

**Please note:**
- This is a part-time, hourly position classified as “Additional Pay” for graduate students. No tuition waivers are included.
- Because this position involves service of more than one month, the selected candidate must submit a “Permission to Work” form to The Graduate School, including the following signatures:
  - Academic advisor
  - Departmental chair, director, or DGS
  - School-level (e.g. Dean) signature
- The Permission to Work form must be approved by TGS before the hire can be finalized. More information about TGS’ policies on Additional Pay can be found on the TGS website: [https://www.weinberg.northwestern.edu/graduate/program-administration/additional-pay-requests.html](https://www.weinberg.northwestern.edu/graduate/program-administration/additional-pay-requests.html)