Position: Graduate Assistant for Fraternity & Sorority Life and Community Development, Division of Student Affairs

As a graduate assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the division as necessary.

Description:
Under the direction of the Director of Fraternity & Sorority Life and Community Development, the graduate assistant will assist in the day-to-day operations of the Office of Fraternity & Sorority Life and support the community. The graduate assistant will advise students and coordinate educational and social opportunities through meetings, programs, and communications. This position requires weekday, evening and weekend hours as needed.

Responsibilities include (but are not limited to):

• Fraternity & Sorority Life Advisement
  o Advise Order of Omega and Gamma Sigma Alpha (Greek Honor Societies), including the selection of membership, coordination of receptions and ceremonies, collection of materials and ordering supplies.
  o Assist in the advisement of recruitment efforts for the governing councils including formal Panhellenic recruitment.
  o Serve as the primary advisor for an all-inclusive Greek Week. Working collaboratively with the student leaders and Campus Recreation.
  o Manage IGC meetings, the funding board for fraternities and sororities.

• Fraternity & Sorority Life Event Management
  o Serve as the main coordinator of Greek Awards.
  o Assist in the coordination of speakers, retreats, webinars, and workshops providing educational opportunities involving anti-hazing, sexual assault prevention, and community standards.

• Fraternity & Sorority Administrative Duties
  o Educate members on the Accreditation Program. Coordinate, track, and advertise Accreditation Program opportunities.
  o Assist in the management of confidential records, which includes new member materials and rosters and may include academic and conduct information.
  o Manage Office of Fraternity & Sorority Life social media accounts.
  o Create marketing materials for Fraternity & Sorority Life events and announcements.
Division of Student Affairs Position Description

General:
- As assigned by supervisor, attend various FSL and Divisional meetings.
- Serve as a chaperone, as needed.
- Other duties as assigned by the Director of Fraternity & Sorority Life.

Qualifications:
- Bachelors Degree required and enrollment in a full-time Master’s Degree program
- Programming experience, organizational skills, understanding of student development theories, and community development is preferred
- Must maintain confidentiality in all duties assigned
- Effective organizational and multi-tasking skills
- Undergraduate involvement in student organizations
- Working knowledge of fraternities and sororities or a willingness to learn
- Excellent written communication skills
- Effective leadership and oral communication skills

Length of Assistantship: This position requires a commitment of 20 hours per week. The Graduate Assistant contract year runs from September through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August and is subject to supervisor approval and budget allowance.