Department: Greek Life

Position Title: Greek Life Graduate Assistant

Supervisor: Kari Murphy, Director of Greek Life or Kevin Carey, Assistant Director of Greek Life

1. Position Overview

All graduate assistants will have a governing council graduate advisor experience. Council advisors advise and oversee the operations and activities of the Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC) or Panhellenic Council (PHC). Council graduate advisors work alongside the Director and/or Assistant Director to advise the executive boards. This experience begins when the councils transition in November and ends the following November when the council leaves office.

Administrative tasks for graduate assistants include, collecting and distributing library hours, tracking chapter community service hours and philanthropic donations and evaluating the effectiveness of our support for students with mid-term deficiencies.

2. General Responsibilities:

- Responsible for assisting in the advising one Greek council (Interfraternity, National Pan-Hellenic or Panhellenic) along with flexibility to assist with other aspects of the Greek community.
- Advise one of the three honor societies (Order of Omega, Fraternal Values Society and Rho Lambda).
- Serve as the advisor for five chapters across all councils in regards to their goals and completion of the Greek Life Accreditation program each year.
- Advise and support student leaders engaged in the Greek Peer Advocate training program focused on sexual assault prevention/bystander intervention.
- Facilitate Sober Monitor trainings and other requested presentations for chapters.
- Hold and conduct consistent office hours in the Office of Greek Life.
- Serve on call 2-3 weeks throughout each semester.
- Assist with chapter investigations as needed.
- Assist with the development and implementation of programs and initiatives such as the Greek Leadership Summit, Accreditation Chronicles etc.
- Assist with general Office of Greek Life duties and responsibilities.
- Update information and attendance records in CollegiateLink.
- Additional duties assigned based on interests and skill in particular areas.
- Complete additional responsibilities as determined by the Director and/or Assistant Director.

3. Eligibility Requirements
- Demonstrated involvement in a Greek letter organization.
- Strong interest in mentoring, developing, and supervising students.
- Strong ability to work as part of a team and autonomously.
- Outstanding interpersonal skills and ability to build relationships.
- Willingness to work evening and weekend hours.
- Excellent decision-making and time management skills.
- Strong confrontation skills.
- Demonstrated leadership experience within a student organization.
- Demonstrated facilitation or event planning experience.
- Demonstrated understanding of and effectively working with fraternities and sororities.

4. Preferred Qualifications
- Experience with chapter and/or council leadership positions.
- Knowledge of NIC, NPHC, and NPC umbrella organizations and FIPG.

5. Supervision Received
- Graduate Assistant will work under varying degrees of supervision. Some activities will be closely supervised, while others will require indirect to moderate supervision. One-on-one meetings will take place weekly. At the end of each semester, a graduate student will participate in an annual evaluation, including a self-evaluation and conducted by the supervisor. Graduate Assistants will also be required to attend regular staff meetings in which collaboration occurs as well as professional development.

6. Evaluation
- Ongoing feedback and self-reflection is critical for professional success. Informal feedback will be given during appropriate times, including but not limited to one-on-one meetings and formal evaluations at the end of each semester. Each graduate assistant will receive a copy of the evaluation criteria prior to the review and will also complete a self-evaluation of performance.
- All appointments are for the academic year only. If a student remains in that academic program, the offering of an assistantship will be made in partnership with the SAAHE Program Director.
- Should the need for termination occur, the professional staff member will work in conjunction with the Graduate School and the Office of University Compliance to ensure appropriate procedures, documentation, and communication have occurred.

7. Compensation
- Bi-weekly stipend.
- 20 hours per week.
- Hours are documented in writing and through Kronos on a bi-weekly basis.
- Partial tuition reimbursement for the fall and spring semesters. The student also receives partial tuition in the summer upon completing fall and spring semester graduate assistantships.
- Graduate Assistants are responsible for university fees outside of tuition.