Job Description

Position Title: Graduate Assistant for Fraternity and Sorority Life

Office: Office of Student Activities

Reports to: Director of Student Activities

Date: 2015

Primary Purpose: This Graduate Assistant (GA) position for the Office of Student Activities is a professional staff member working towards the mission of the Division of Student Affairs and the Office of Student Activities. The Office of Student Activities staff members are collectively responsible for programs, services, facilities, and operations that “foster student success and a university community.” This is a twelve month position requiring 25-30 hours per week. The Graduate Assistant for Fraternity and Sorority Life will have three primary functions. The Graduate Assistant will facilitate an environment that will contribute to the holistic development of its members. The Graduate Assistant will assist in the marketing, advertising, and programming efforts of The Office of Student Activities office as it relates to Fraternity and Sorority Life. The other function of the Graduate Assistant is to work with the campus and community volunteerism to foster an atmosphere of social responsibility among students.

Essential Job Functions:

- Assist in the development and implementation of institutional policies that impact Fraternity and Sorority Life.

- Stay current with research and be a resource regarding national trends in Fraternity and Sorority Life.

- Ensure that all students are contacted individually who are identified as interested in Greek Life throughout the summer orientations.

- Market, organize and facilitate Greek Emerging Leaders Experience.
• Ensure that chapters are following inter/national guidelines on recruitment, expansion, risk management, etc.

• Advisor to the Pi Rho Chapter of Order of Omega Chapter

• Assist in the daily management/operation of the Panhellenic Council (PC) Interfraternity Council (IFC) and Unified Greek Council (UGC) and any other future Greek governing council.

• Maintain records and files on all Greek chapters and the three governing councils. This includes grade reports at the end of each semester for each organization and submitting copies to the Director of Student Activities.

• Foster further growth in the Greek community by increasing chapter size and exploring expansion possibilities.

• Maintain a Greek Manual with all policies and procedures outlined. This will serve as a resource of Greek leaders and will serve to compliment the NPC Manual of Information, NSU Student Handbook and Chapter Constitutions.

• Plan and coordinate advisor training in the fall semester. Ensure that all Greek officers are properly trained and schedule a training session to complement the transition of Chapter officers before the end of the winter semester.

• Work with all councils on recruitment and in-take.

• Plan and coordinate Recruitment Guide (known as Rho Gamma) training. Ensure that Rho Gamma’s are familiar with the roles, rules, and recruitment techniques to facilitate an effective recruitment.

• Collect and maintain all paperwork related to recruitment and intake.

• Schedule monthly meetings with Greek Fraternity and Sorority Presidents and the Greek Senators from SGA.

• Meet with Chapter consultants as deemed appropriate.

• Manage all aspects of the 5 Fin Accreditation Program for Greek Organizations.

• Plan and implement the Leadership Awards with the Office of Student Leadership & Civic Engagement (SLCE) (specifically Greek Awards)

• Organize and facilitate Greek Emerging Leaders Experience (includes retreat and 6 week-session) with the Graduate Assistant from SLCE.

• Plan and Coordinate Annual Greek Week along with OOO committee.

• Attend Greek governing council meetings and events to ensure support and functionality.
• Develop and administer an end of the year assessment of the Greek Life community which will include an end of the year survey administered to all Greek Students and a detailed Greek reports.

• Attend meetings as deemed appropriate and duties otherwise assigned by the Director of Office of Student Activities.

• Serve as a member of the Student Activities team and assist with office related events and programs.

• Others duties as assigned.

Minimum Qualifications

• Bachelor’s degree in a relevant discipline from an accredited university must already be completed.

• Prefer someone who is a member of a Greek-lettered organization

• Prior Fraternity and Sorority Life experience in leadership role (council or chapter)

• Must be positive, organized, helpful, student-centered, friendly, and responsible

• Prefer someone with prior experience in Student Affairs/Services in a college/university setting (i.e. involvement in student activities, residential life, etc.)

• Familiarity with Microsoft Word, Excel, Power Point, and Publisher; Email Program; Internet and basic computer knowledge

• Ability to work independently and as a team.

• May work nights and weekends.

• Must have a valid Drivers License

• Must be able to lift twenty-five (25) pounds