Graduate Assistant Position Description
25% for Fall 2015-Spring 2016

Position Title: Graduate Assistant - Fraternity & Sorority Life

Description: Advise, coordinate, promote fraternities and sororities (FSL.SIU.EDU) & their programs.

Responsibilities: Graduate Assistants will participate in a rotation of assignments to provide them with a broad experience base within the various functions of the fraternity and sorority advising profession. The rotation is designed to begin developing Graduate Assistance along the Association of Fraternity & Sorority Advisors Core Competencies for Excellence in the Profession. The rotation will include:

- Advise, coordinate, & promote fraternities & sororities (fsl.siu.edu) & their programs, including advising one of the following councils: Interfraternity Council, Panhellenic Council, or Multicultural Greek Council.
- Assist the Fraternity and Sorority Life team in planning, implementing and evaluating various programs and activities.
- Advise/attend meetings of governing councils and honor societies
- Assist in organizing and facilitating officer training and transition retreats.
- Assist in gathering data and preparing reports related to our student population.
- Assist chapters in understanding the Greek Standards criteria and in developing action plans to achieve goals related to Greek Standards.
- Present events for chapter officers (treasurers, social chairs, scholarship chairs, new member educators, etc.) as well as general presentations on topics such as hazing, public relations, risk management, goal setting, etc.
- Assist in planning major events such as Recruitment Activities, Greek Sing, Variety Show, Greek Week, Greek Awards, etc.
- Assist in the Greek Standards evaluations.
- Help with any other task as needed.

Qualifications: Significant previous Fraternity/Sorority leadership experience in chapter or council is preferred. Applicants should be currently enrolled or be granted admission to SIU graduate program, have strong oral & written communication skills, demonstrated leadership skills, positive attitude, willingness to work in a team environment, & the ability to work varied hours in response to changing program activity schedules. Preference to candidates in College Student Personnel or educational related graduate program.

To Apply: Submit a cover letter, names of 3 references, & resume to blake.bradley@siu.edu.

Compensation: $663/month (9 month, 25% time Graduate Assistant Rate) plus 100% tuition waiver for in & out of state residents