University of Georgia Greek Life Office
Anticipated Opening Fall 2018
Graduate Assistantship for Community Service

The Graduate Assistant for Greek Life will work with fraternities and sororities and their respective governing groups and UGAMiracle and their executive board, under the direct supervision of a Greek Life Advisor.

A. General Responsibilities
1. Schedule at least 10 hours of office time each week.
2. Schedule regular meetings with supervisor.
3. Attend Greek Life Office staff meetings/retreats/training.
4. Attend IFC, Panhellenic, MGC, and NPHC meetings/retreats/training as needed or required.
5. Attend after hours Greek programs/activities/social events as needed or required.

B. Specific Responsibilities
The exact nature of each of these responsibilities will be determined in consultation with the supervisor. The extent of the responsibility for a particular activity may vary from assisting to full responsibility for part or all of a specific program.

1. Advise UGAMiracle and attend UGAMiracle meetings, retreats, events, and programs. Assist with UGAMiracle budgeting and all expenditures.

2. Coordinate Greek community wide service projects and assist individual chapters as needed.

3. Coordinate annual community service data collection for each fraternity and sorority.

4. Coordinate meetings with Greek community service chairpersons/officers for each Council and individual chapter.

5. Assist with coordination of the annual Greek Awards Banquet.

6. Provide needed monitoring and follow-up for sorority Plan of Accountability and the Chapter Event Management System.

7. Assist in planning, implementation, and monitoring of Greek Life (most specifically sorority) programs as needed. Provide support for sorority recruitment, Gamma Chi training, and recruitment chair meetings.

8. Conduct and assist with evaluation/assessment as directed.

9. Prepare report for Greek Life as required.

10. Perform other duties as assigned.