The Graduate Assistant for Greek Life will work with fraternities and sororities and their respective governing groups, under the direct supervision of Greek Life Director or Assistant Director.

Preference will be given to applicants that are members of a greek letter organization.

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/required.

5. Attend after hours Greek programs/activities/social events as needed/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. Assist with advisement of the 4 Councils, their executive boards, and member organizations as needed.

2. Coordinate and provide education each semester for the social event management system for all groups, and provide appropriate pre-event planning and follow-up with groups as needed.

3. Directly advise Freshman Greek Leaders and Order of Omega and assist in the advisement and planning and implementation of various education programs and/or training sessions for Council specific new member education and Sophomore Leaders’ Circle, and.

4. Provide needed monitoring and follow-up with groups that have judicial sanctions.

5. Provide needed monitoring and follow-up for fire safety requirements and the Plan of Accountability (POA).

6. Provide additional support for the Coordinator for Greek Housing Management.

7. Assist with the annual Executive Board Retreat and the Greek Awards Banquet.

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

9. Prepare reports for the Greek Life Office.

10. Perform other duties as assigned.