University of Georgia  
Greek Life Office  
Anticipated Opening Fall 2019  
Graduate Assistantship for Service

The Graduate Assistant for Greek Life will work with fraternities and sororities and their respective governing groups and UGA Miracle and its executive board, under the direct supervision of the 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 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 UGA Miracle and attend UGA Miracle meetings, retreats, and programs.
2. Coordinate Greek community wide service projects and assist individual chapters as needed.
3. Coordinate annual education of use of community service online data collection system.
4. Coordinate meetings with Greek community service chairpersons/officers for each Council and individual chapters.
5. Assist with the coordination of the annual Greek Awards Banquet.
6. Conduct and assist with evaluation/assessment as directed.
7. Prepare reports for Greek Life.
8. Perform other duties as assigned.