The Greek Life Office at the University of Georgia provides fraternities and sororities with educational programs and services that create, promote, and foster a learning community. Our work consists of advocacy, advisement, development, and engagement opportunities to benefit the student experience. The Graduate Assistant will work alongside Greek Life Office staff to support more than 7,000 students who belong to over 60 recognized fraternities and sororities. The Graduate Assistant is responsible for the following areas and essential job duties:

**Advisement | Leadership Development**

- Attend meetings and assist in the advisement of one or more of the governing councils (IFC, MGC, NPHC, Panhellenic Council)
- Advise the Order of Omega organization.
- Assist in the planning and implementation of training programs and leadership retreats related to governing councils and community initiatives.
- Attend Council, Chapter, Advisor, and other events or functions as a Greek Life Office representative.
- Serve as a liaison to and conduct regular one-on-one meetings with Council and Chapter Officers as assigned.
- Serve as a Greek Life Office staff member, participating in regular staff meetings, training, required professional development sessions, office events, and supporting office functions.

**Administration**

- Assist with the administration of recruitment and intake for the community.
- Assist with monitoring community progress in completing mandated trainings such as Hazing Prevention, Non-Discrimination Anti-Harassment, Sexual Misconduct Policy, and Diversity, Equity, and Inclusion.
- Assist Assistant Directors for Greek Life in tasks related to roster management, Plan of Accountability, engagement tracking through the Involvement Network, and the Social Event Notification process.
- Assist Greek Life Office staff in communication and marketing efforts associated with Chapter, Council, and Community programs.

**Desired Skills and Qualifications**

- Proficiency with Microsoft Office software; Word, Excel, Publisher, and PowerPoint
- Knowledge and use of social media (Facebook, Instagram, and Twitter)
- Excellent written and verbal communication skill
- Comfortable with conducting outreach on behalf of the Greek Life Office
- Candidates should possess the maturity, leadership style, and personal character traits that will promote success in the position