



Graduate Assistantship for Greek Life

Greek Life Office

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 the Panhellenic Council.
- Assist in the planning and implementation of training programs and leadership retreats for the Panhellenic Council and community initiatives.
- Assist the Multicultural Greek Council with special projects and programs as assigned
- Facilitate collaboration between the four governing Greek Councils
- 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.
- Assist with the transition between Executive Boards in the fall semester through the election process.

Administration

- Assist with the administration of the annual fall recruitment and continuous open bidding process for the council.
- Assist Assistant Director in tasks related to roster management, Plan of Accountability, engagement tracking through the Involvement Network, and the Social Event Notification process.
- Adhere to the Memorandum of Understanding between the Panhellenic Council and Greek Life Office regarding financial oversight and responsibilities.
- Track Executive Board and Gamma Chi progress through UGA Engage for Experiential Learning credit.
- Serve as a Greek Life Office staff member, participating in regular staff meetings, training, required professional development sessions, office events, and supporting office functions.

Desired Skills and Qualifications

- Proficiency with Microsoft Office software; Word, Excel, Publisher, and PowerPoint
- Excellent written and verbal communication skill
- Candidates should possess the maturity, leadership style, and personal character traits that will promote success in the position