Graduate Assistant Job Description
Graduate Assistant for Fraternity & Sorority Life, Student Involvement

Department: Student Involvement
Supervisor Name: LaVar Jamison
Assistantship Information: Number of GA positions Student Involvement will have in fall 2014: 3 (this position is 1/3)

Summary Job Function:
This Graduate Assistant will be primarily responsible for working with programs sponsored through Fraternity & Sorority Life and other projects (such as the advisement of Fraternity & Sorority Council and Ambassadors Programs) as assigned by the Assistant Director for Fraternity & Sorority Life. This position requires an individual who is organized, energetic, creative, and leadership-oriented.

Student learning/educational activities performed by the Graduate Assistant: (Please check all that apply and provide detail if needed.)
X Advising Students
X Planning programs
__ Instruction
X Mentoring
__ Planning student trips
X Advising student organizations
__ Responding to student conduct situations
__ Teaching or instructing courses
X Other (working with all four councils to obtain in-depth knowledge about fraternity and sorority life and all recruitment and membership process)

Learning Outcomes:
- Gain an understanding of the student affairs profession
- Gain first-hand experience in advising students while facilitating student learning
- Learn program management, program planning and program assessment skills
- Develop advising skills and facilitation and training skills
- Develop an understanding of the department of Student Involvement and its programs and become familiar with University policy and procedure

The primary activities for this position:
- Advise the Fraternity and Sorority Ambassadors program.
- Advise the Greek Week executive board.
- Advise the Fraternity & Sorority Council.
• Assist in the personal and professional growth of Fraternity and Sorority Ambassadors, Greek Week executive board, and Fraternity & Sorority Council students through participation in retreats, student selection process, weekly program planning meetings, one-on-one meetings, etc. Design and coordinate leadership development, training and assessment program for these students.
• Coordinate the monthly roundtable meetings for all fraternity and sorority presidents.
• Track all service hours and philanthropy dollars raised for the fraternity and sorority community.
• Develop a plan to encourage fraternities and sororities to raise money for philanthropy.
• Coordinate the annual Hazing Prevention Summit and National Hazing Prevention Week.
• Coordinate the fraternity and sorority informational session during orientation.
• Manage the fslife@fau.edu email address.
• Serve as committee member for the university-wide coordination and programming of the annual Student Leadership Conference, Homecoming Week, Student Affairs Days, and Standards of Excellence.
• Review the Fraternity & Sorority Life website and keep them up to date, as necessary.
• Perform other duties and projects as assigned by the Assistant Director of Fraternity & Sorority Life.
• Complete 20 hours per week, with some evening and weekend hours required.

Qualifications for the position:
• Acceptance into the Florida Atlantic University Educational Leadership Master’s/Doctoral Program
• Ability to work well independently and as part of a team
• Effective written and verbal communication skills
• Willingness to work nights and weekends
• Past experience in campus activities programming is strongly preferred
• Proficiency with Microsoft Office

Additional Information:
• The graduate assistantship is a 20 hour per week position. This position will receive compensation of $11 per hour.
• The graduate assistantship is a one year position (fall and spring semester). Graduate assistants are eligible to reapply to this position.
• Employment will only be granted upon acceptance to the Florida Atlantic University Educational Leadership Master’s/Doctoral Program.
• Anticipated Start Date: August 2014 (may begin earlier)
• An 80% tuition waiver is provided with this assistantship

Questions? Katie Burke, Director, Leadership Education and Development, kburke19@fau.edu