

## Graduate Assistant – Fraternity and Sorority Life

Position: Serve as advisor to various chapters and officers on three governing councils within a community advising model. Guide students in planning, researching, implementing, and evaluating major fraternity and sorority life programs. This position is also a team member in the Office of Student Engagement (OSE) and the Plaster Student Union (PSU) and should plan to attend meetings and events as needed by each area of responsibility.

Supervisor: Reports to the Assistant Director of Student Engagement for Fraternity and Sorority Life

### LEARNING OUTCOMES

As a result of this assistantship, the graduate will:

- A. Implement student development theory into practice.
- B. Develop critical thinking, decision-making, and problem-solving skills while working with students and Fraternity and Sorority Life organizations and students in leadership programs.
- C. Develop advising skills with individuals and groups of students.
- D. Work with event coordination in all aspects of program preparation regarding assigned advising areas.
- E. Learn techniques and methods of assessing/ evaluating, designing, and implementing interventions with individuals, groups, and organizations.
- F. Develop relationships with students and professionals from a variety of different backgrounds and lifestyles.

### ESSENTIAL FUNCTIONS

- A. Co-advise officers from the three Fraternity and Sorority Life governing councils: Interfraternity Council(IFC), National Pan-Hellenic Council(NPHC), and Panhellenic Association(PHA).
- B. Advise assigned chapters from the three Fraternity and Sorority Life governing councils.
- C. Assist in the coordination of leadership trainings such as council officer transitions and leadership retreats.
- D. Process forms and paperwork such as roster updates, community service hours, event registrations, etc.
- E. Attend general council and executive board meetings as necessary.
- F. Attend council and chapter events as necessary, including some evenings and weekends.
- G. Assist in the planning and implementation of large scale events such as: NPHC Yardshow, Greek Week, Hazing Prevention Week, New Member Day, etc.
- H. Assist the Panhellenic Association in the execution of recruitment, and other councils as needed.
- I. Coordinate and attend Fraternity and Sorority Life Presidents' Meetings.

- J. Participate in the Annual Feedback Meeting process by tracking chapter progress throughout the year and conducting Annual Feedback Meetings.
- K. Serve as the primary advisor to Greek Week Committee and Order of Omega.
- L. Coordinate regular trainings related to social event forms.
- M. Create and manage training resources related to Fraternity and Sorority Life policies and forms.
- N. Assist in creating the Academic and Programming Report each semester.
- O. Ensure ethical standards are maintained and all university policies and procedures are enforced.
- P. Plaster Student Union (PSU) and Office of Student Engagement (OSE) responsibilities.
  - a. Participates as an active member of the PSU & OSE professional staff, attending administrative staff meetings, workshops, and events.
  - b. Become knowledgeable of PSU and OSE practices.
  - c. Assists in goal and strength development for the PSU.
  - d. Assist in research and development of projects with the union staff.
  - e. Assist in promotion of the services of the union.
  - f. Promote the value of co-curricular activities to the university community through presentations and information booths.
- Q. Complete other duties as assigned.

#### **REQUIRED QUALIFICATIONS**

- A. Strong written and verbal communication and organizational skills, as well as the ability to relate to and interact with students, members of the university community, and advisors.
- B. Ability to work nights and weekends as needed for projects and events.
- C. Be energetic, creative, able to work independently and unsupervised, be a quick-learner, flexible (both in work schedule and attitude), sensitive, open-minded, and able to function effectively under unusual stress.
- D. Working knowledge of student organizations, programming at university level, and experience working with both small and large groups highly recommended.
- E. Must have completed a Bachelor's Degree and be accepted into a graduate program at Missouri State University.

#### **JOB NOTES**

- A. Not eligible for other University employment.
- B. Maximum term of employment is two academic years (four semesters) and two eight-week summer sessions.
- C. Must enroll for and complete a minimum of six hours of graduate credit (600 level or above).
  - a. Enroll for no more than a total of 12 hours per semester.
- D. Working time of 20 hours per week.
- E. Must maintain a 3.00 GPA on all course work.
- F. Start date is Monday, August 12, 2024.

G. Compensation includes a tuition waiver and an academic year stipend of \$10,046. For more information visit

<https://graduate.missouristate.edu/currentstudents/FeeWaiver.htm>.

**To Apply**

Submit the following documents to Carlye Genisio (CarlyeGenisio@missouristate.edu)

- Updated resume
- Cover letter (optional)
- Letter of recommendation (optional)

**Application deadline is April 7, 2025**