



GRADUATE ASSISTANT
Fraternity & Sorority Life
Center for Student Involvement & Leadership
Division of Student Development

POSITION DESCRIPTION

Description: The graduate assistant will assist the Assistant Director for Fraternity and Sorority Life in providing support to the Appalachian State University Fraternity and Sorority Community;

Responsibilities:

- Assist in advising the governing bodies of Appalachian State University's fraternity/sorority community: Interfraternity Council (IFC), National PanHellenic (NPHC), and Panhellenic Council (PHC), by providing training and support to the Executive Officers;
- Assist in coordinating educational programs for the fraternity/sorority community members on risk management and membership accountability topics including but not limited hazing, alcohol/substance abuse, sexual assault, relationship violence, racism, heterosexism, inter-fraternalism and scholarship;
- Assist in the planning and implementation of training programs and leadership retreats related the governing bodies of Appalachian State University's fraternity/sorority community;
- Assist in the programming, planning, and implementation of the Fraternity and Sorority Life Leadership Summit;
- Assist in the advisement of the Fraternity and Sorority Conduct Process;
- Assist in the planning and implementation of IFC and PHC recruitment;
- Assist in the advisement of Order of Omega, Rho Lambda, GAMMA and council sponsored programs and events;
- Participate as a Teaching Assistant in the Greek Leadership class;
- Maintain regular office hours;
- Attend weekly Center for Student Involvement and Leadership staff meetings;
- Attend weekly supervision meetings;
- Fulfill other assigned duties;
- Participation in Department, Division, University and professional activities is encouraged.

Time Commitment: Twenty (20) hours per week, per semester. Regular night and weekend work will be expected.

Desired Characteristics: A strong belief in higher education; a sincere desire to work with and listen to students, enthusiasm and creativity; experience in campus programming; experience in fraternity/sorority life, proficiency with different computer programs (Word, Excel, PowerPoint, etc).

Requirements: B.A./B.S. in related field. Acceptance into or currently enrolled in a graduate program at the University. Preference will be given to those students interested in pursuing a career in Higher Education.