

## **Graduate Assistant of Campus Activities for Fraternity & Sorority Life**

*Appalachian State University  
Boone, NC*



### **Position Overview**

The Graduate Assistant of Campus Activities, FSL will be a collaborative member of the Campus Activities team assisting with the development and coordination of intentional programs and events aimed at enhancing student engagement. They will work to provide direction for student learning, academic success, and engagement while assisting with the coordination of the advisory, programmatic, operational, and administrative facets of Fraternity and Sorority Life. The graduate assistant will work with the Associate and Assistant Director for Fraternity and Sorority Life.

### **Campus Activities Vision & Mission**

Campus Activities facilitates transformational student experiences by creating a vibrant student life community where all students feel valued, connected, and successful. We are committed to the holistic development and success of all students, the cultivation of inclusive spaces and communities, and the fostering of meaningful relationships and lifelong learning. For more information visit [campusactivities.appstate.edu](https://campusactivities.appstate.edu).

### **Job Responsibilities**

#### **1. Advising & Supervising**

- Assist in advising the governing bodies of Appalachian State University's fraternity/sorority community: Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic (NPHC), and Panhellenic Council (PHC), by providing training and support to the Executive Officers
- Assist in advising chapters across all four councils in support of the ATLAS program.
- Assist in the planning and implementation of IFC and PHC recruitment
- Supervise the Fraternity & Sorority Life Project Assistant.

#### **2. Leadership Development**

- 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
- Potential to co-teach leadership courses that are part of the Leadership Studies Minor

#### **3. Campus Relations**

- Represent Campus Activities on departmental and Division committees as assigned. Participate in staff development to enhance personal and professional development

#### **4. Assessment & Research**

- Support and administer program or department assessments to provide information on student learning outcomes. Research information and resources for risk management; student organization services and training; recognition programs; and compliance with Council for the Advancement of Standards in Higher Education (CAS)

#### **5. Administrative Responsibilities**

- Maintain regular office hours and actively participate in weekly supervisor one-on-one meetings
- Attend weekly Campus Activities staff meetings and bi-weekly meetings in the Department of Student Engagement & Leadership
- Participation in Department, Division, University and professional activities is encouraged
- Assist with ATLAS (University Recognition Minimum Standards) tracking, record-keeping and historical archiving; registration processes and roster management; semester grade report

generation; website development and management; and other generalist functions within Campus Activities

- Other duties as assigned

#### 6. Programming

- Develop and implement the curriculum for the Emerging Leader experiences.
- Plan and coordinate the student leadership conferences that will take place during the spring semester.
- Assist in planning the Greek Weekend events in coordination with the VP of Programming positions on all four councils.
- Assist in coordinating educational programs for the fraternity/sorority community members on risk management and membership accountability topics including but not limited to hazing, alcohol/substance abuse, sexual assault, relationship violence, racism, heterosexism, inter-fraternalism, and scholarship.

#### Requirements

A bachelor's degree is required. At the time of employment, candidates must be accepted into a graduate degree program at Appalachian State University.

#### The ideal candidate:

- Fraternity and Sorority Life experience preferred
- Must have a sincere desire to work with and listen to students
- Must have previous programming or student leadership experience and knowledge
- Proficiency with computer programs and/or software (Word, Excel, PowerPoint, Campus Labs, etc.)
- Must have a willingness to learn and grow in this position
- Is a critical thinker who is able to identify, prioritize, and manage projects and tasks
- Has strong interpersonal communication skills and the ability to interact with a diverse population
- Has strong facilitation and presentation skills and is able to articulate a clear vision to both small and large audiences
- Has the ability to work in a fast-paced environment.

#### Hours

20 hours per week. Graduate Assistants are expected to work all University work days unless prior arrangements have been made with their supervisor and all job responsibilities are completed. Night and weekend hours are required at various times throughout the year.

#### Compensation Total Package = \$13,804

- **Stipend:** \$9,000 per year (divided equally among the fall and spring semesters)
- **In-state tuition scholarship:** ~\$4,300 per year divided equally among the fall and spring semesters (final amount will be equal to approved in-state tuition)
- **Parking Pass:** \$204.00
- **Professional Development Funds:** \$300.00

\*Final package is determined by yearly tuition amounts.

**Anticipated start date for this position is August XX, 2023.**

#### Resources

For more information please contact the GA supervisor, Sam Lopez, Assistant Director of Campus Activities at [amosn@appstate.edu](mailto:amosn@appstate.edu) or 828-868-8470. Applicants are encouraged to visit the following websites for more information: [fsl.appstate.edu](http://fsl.appstate.edu) and [campusactivities.appstate.edu](http://campusactivities.appstate.edu)