

# STUDENT POSITION DESCRIPTION

## SORORITY AND FRATERNITY LIFE GRADUATE ASSISTANT RECOGNITION & AWARDS

Hiring Department: Sorority and Fraternity Life

Supervisor: SFL Staff Member

**Application Deadline: As Advertised**

Hours per week: Approximately 20

Length of appointment: Nine-month position, with starting dates in mid-August continuing through May. Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday through Friday, with some prescheduled evening and weekend hours. Stipend of \$1,100 per month, in-state tuition and insurance.

### POSITION OVERVIEW

Sorority and Fraternity Life (SFL) is an area in the Office of the Dean of Students that provides students in sororities and fraternities with support and advisement as well as leadership opportunities and developmental programming to enhance their educational experience. The SFL staff serve as liaisons between the university and the six governing councils - the Interfraternity Council (IFC), the National Pan-Hellenic Council (NPHC), the Texas Asian Pan-Hellenic Council (TAPC), the Multicultural Greek Council, the Latino Pan-Hellenic Council (LPHC), the University Panhellenic Council (UPC), and sororities and fraternities that are part of our affiliate program. This position would work specifically with the SFL awards process and other recognition opportunities available to our community.

### STUDENT LEARNING ASSOCIATED WITH THIS POSITION

1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.
3. **Personal and Professional Competence** – Learn to communicate effectively, pursue goals and maintain well-being.
4. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions.
5. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

### REQUIRED QUALIFICATIONS

- Must be a currently enrolled graduate student (taking at least 9 hours). Preference will be given to Master's and Ph.D. students in the College of Education's Higher Education Administration program

### PREFERRED QUALIFICATIONS

- A desire to work with students
- Ability to utilize concepts of student development in program planning, counseling, and administrative duties
- Experience with Macintosh computer hardware and software or the ability to learn applications quickly
- Experience working with diverse student populations
- Other experience/skills as relevant to specific position responsibilities

### DUTIES AND RESPONSIBILITIES

- Attend Sorority and Fraternity Life as well as Office of the Dean of Students meetings, programs, activities and events when appropriate
- Assist with the coordination and implementation of area programs, activities and events

- Assist and support instructors with courses offered in partnership with the Department of Educational Psychology
- Provide support to the advisors of the Interfraternity, Latino Pan-Hellenic, Multicultural, National Pan-Hellenic, Texas Asian Pan-Hellenic and University Panhellenic Councils as well as Order of Omega
- Assist with general office duties as needed
- Create sorority and fraternity community resources focused on leadership, programming, and communication.
- Contribute to the success of events, programs, communication and outreach efforts
- Meet with supervisor for ideation, updates, and troubleshooting
- Assist with administrative functions related to role

## **HIRING PROCESS**

- **If you are a potential graduate/doctoral student in higher education, please participate in the graduate assistant selection process organized by the College of Education.**

All other candidates please submit résumé and cover letter to:

Marilyn Russell  
Director of Sorority and Fraternity Life  
Office of the Dean of Students

The University of Texas at Austin  
1 University Station A5800  
Austin, TX 78712-0175

Or via email to: [marilyn@austin.utexas.edu](mailto:marilyn@austin.utexas.edu)