

STUDENT POSITION DESCRIPTION

SORORITY AND FRATERNITY LIFE GRADUATE ASSISTANT

LEADERSHIP & COMMUNITY EXPECTATIONS

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 supports and advises over 70 sororities and fraternities leadership opportunities and developmental programming to enhance their educational experience. The SFL staff and graduate students 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 organizations that are part of our affiliate program.

This position will work specifically with our leadership program, Sorority and Fraternity LeaderShape Institute, which is planned during the fall and spring and is implemented mid to late May. Planning reunions and follow up workshops with attendees is also a large part of this role. Other duties will support the overall efforts of SFL and work directly with the SFL community.

STUDENT LEARNING ASSOCIATED WITH THIS POSITON

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)

PREFERRED QUALIFICATIONS

- A desire to work with college 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
- Excellent written and oral communication skills
- Proven organizational skills and strong interpersonal skills
- Experience working with diverse student populations
- Other experience/skills as relevant to specific position responsibilities
- Pursuing a Master's or Ph.D. in the College of Education's Higher Education Administration Program

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
- 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
- Serve as On Site Coordinator for LeaderShape planning and implementation
- Assist in coordination and implementation of LeaderShape student reunions throughout the year
- Assist in the coordination of social media content for SFL channels
- Create sorority and fraternity community resources focused on leadership, programming, and communication.
- Contribute to the success of events, programs, communication and outreach efforts
- Collaborate with other graduate students within SFL to advertise and market the Greek Excellence Standards Program
- Participate in Audits for the Greek Excellence Standards Program
- Advise and coach eight to ten chapters within the SFL community
- Assist with administrative functions related to role
- Assist with general office duties as needed

HIRING PROCESS

1. Submit resume and cover letter to marilynr@austin.utexas.edu
2. There will be an interview process for this position
3. If selected, student must pass a university background check