

# STUDENT POSITION DESCRIPTION

## SORORITY AND FRATERNITY LIFE GRADUATE ASSISTANT

### SAFETY EDUCATION & RISK MANAGEMENT

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 the Office of the Dean of Student's safety education program, which is a state mandated program for almost 1000 registered student organizations. While located in the SFL area, this position will support DoS initiatives as well as SFL initiatives during the duration of the appointment.

### 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 DUTIES AND RESPONSIBILITIES

- Must be a currently enrolled graduate student (taking at least 9 hours)

### PREFERRED QUALIFICATIONS

- A desire to work with college students
- Interest and knowledge about safety and risk with student organizations
- 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
- Assist in the development of program safety initiatives and formulating appropriate policies, procedures, and evaluation
- Recruit, train and supervise eight to ten undergraduate peer educators
- Develop schedule for peer educators and the in-person workshops
- Coordinate outreach opportunities for safety education (i.e., Law School, Pharmacy School, McCombs...)
- 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 [marilyn@austin.utexas.edu](mailto:marilyn@austin.utexas.edu)
2. There will be an interview process for this position
3. If selected, student must pass a university background check