

**University of West Florida
Division of Enrollment and Student Affairs
Fraternity & Sorority Life Graduate Assistant**

Department: Student Involvement

Title: Fraternity & Sorority Life Graduate Assistant

Supervisor: Alyssa Gryb, Fraternity & Sorority Life Coordinator

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Job Description:

The Graduate Assistantship for Fraternity & Sorority Life will assist in the advisement and operations of the fraternity and sorority community at the University of West Florida.

Specific Position Responsibilities

- A. Provide guidance to one or more of the four governing fraternity/sorority councils: National Pan-Hellenic Council (NPHC), Interfraternity Council (IFC), Multicultural Greek Council (MGC), and Collegiate Panhellenic Council (CPC) in conjunction with the FSL Coordinator.
- B. Meet regularly with fraternity and sorority chapter presidents and provide advice related to organizational development, goal setting, and recruiting activities.
- C. Attend and assist in the operations of pertinent meetings and events put on by Fraternity & Sorority Life, individual chapters, and the governing councils.
- D. Provide education and guidance to chapters and councils on fraternity and sorority life policies and procedures, best practices, and happening within the fraternal movement.
- E. Assist in maintaining functional area budgets.
- F. Perform other duties as assigned.

General Student Involvement Responsibilities

- A. Maintain minimum of 20 office hours per week.
- B. Maintain clear files (electronic & hard copy) within functional area.
- C. Conduct yourself in a professional manner, which includes dress, behavior, attitude, and maintaining appropriate boundaries with undergraduates.
- D. Counsel students on areas of personal development, including but not limited to, time and stress management, career goals and motivation, group dynamics, and professional etiquette.
- E. Provide paraprofessional support to the Student Involvement staff and offer assistance as needed.
- F. Attend Student Involvement staff meetings, assist with special projects as assigned, and recommend change and improvement.
- G. This position will be required to drive state vehicles or rented vehicles in the course of departmental, divisional, or university business.
- H. Participate in all major FSL and Student Involvement events including but not limited to:
 - a. GA and Student Involvement student staff training
 - b. Argo Arrival
 - c. Homecoming
 - d. Orientation
 - e. Explore UWF

- f. Fraternity and Sorority Recruitment/Intakes
- g. Fraternal Leaders Institute and New Member Institute
- h. Leadership Awards Banquet

Desired Learning Outcomes:

- A. Graduate Assistant will be able to summarize and apply student development theory to the practice of college student affairs administration within the areas of Fraternity and Sorority Life.
- B. Graduate Assistants will be able to recognize the interrelationships within and between student affairs units and other functional areas.
- C. Graduate Assistants will employ a variety of communication skills including formal and informal verbal communication, informal writing, professional writing, and scholarly writing.
- D. Graduate Assistants will identify the variety of professional associations, publications, and conferences applicable to the profession.
- E. Graduate Assistants will join into a mentoring/coaching relationship with a professional practitioner.
- F. Graduate Assistants will demonstrate an awareness of and concern for community, diversity, and individual differences.
- G. Graduate Assistants will demonstrate an interest in collaboration and partnerships with other professionals and faculty.
- H. Graduate Assistants will be practically competent and will demonstrate applied competencies such as decision-making, time management, planning, budgeting, program implementation and management, and program evaluation.
- I. Graduate Assistants will be vocationally competent by demonstrating attitudes, skills, and behaviors essential to professional employment.
- J. Graduate Assistants will be able to use appropriate strategies to influence individual, group, and organizational development in college students and their environments.
- K. Graduate Assistants will employ essential program assessment and research skills.

Job Qualifications

- A. Must be enrolled in a UWF graduate program and maintain good academic standing
- B. Must register and complete minimum of 6 hours of course work per semester (fall, spring, and summer) or be registered for thesis credit.
- C. Candidate must maintain a minimum 3.0 GPA.
- D. Candidate must possess good public relations skills as well as excellent written and verbal communication skills.
- E. It is preferred for applicants to have experience and familiarity with fraternity and sorority life.
- F. Desired qualifications include:
 - a. Event planning experience
 - b. Experience with word, excel, power point, and other pertinent technology
 - c. Appreciation of human diversity and diverse ideas
 - d. Excellent interpersonal skills
 - e. Excellent organizational skills
 - f. Availability to work some evening and weekend hours
 - g. Knowledge of student leadership development
 - h. Experience with teaching, training, facilitating and/or leading groups and individuals

Terms of Employment

- A. At will position
- B. Must meet eligibility definitions in the University of West Florida's Graduate Assistant Handbook.
- C. Maximum duration of two years (August 2019-May 2021)
- D. 20 office hours per week at \$10.25 per hour.
- E. Full Tuition Waiver (applies only to courses required by your program's curriculum and completed prior to May of your second year)

Graduate Assistants must work a minimum of nine weeks for more than 200 hours during the summer semester (May-August) to be eligible for summer tuition waiver. Summer internships that prevent a Graduate Assistant from working on-campus may last no more than five weeks and must be scheduled with permission from the supervisor.