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 happenings 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.