



Center for Student Involvement Fraternity and Sorority Life Graduate Assistant Job Description

Job Summary: The Graduate Assistant assists in the development and implementation of services and programs that supports the day-to-day coordination of the Fraternity and Sorority Life Community. This position includes advisement, community development, program planning, student leadership development, and other duties congruent with fulfilling the mission and vision of the Center for Student Involvement at the University of West Georgia.

Duties and Responsibilities: The Center for Student Involvement is committed to preparing Graduate Assistants for a career in Student Affairs and has aligned the duties of this position with the Core Competencies for the fraternity/sorority advising profession as developed by the Association of Fraternity/Sorority Advisors (AFA) and the Student Affairs Administration in Higher Education (NASPA):

1. Advisement:

- Assist in advising assigned council (i.e. College Panhellenic Council, Interfraternity Council, Multicultural Greek Council, or National Pan-Hellenic Council) and honor societies (i.e. Fraternal Values Society, Gamma Sigma Alpha, Order of Omega and Rho Lambda)

2. Values Alignment:

- Communicate regularly with student leaders and encourage responsible decision making
- Provide advising support for councils and groups that promote self-governance and community development
- Develop programs and initiatives that enhance understanding and appreciation of diversity and equity

3. Education:

- Facilitate educational programs on leadership, scholarship, risk management, and membership development
- Implement practical application of student development and organizational theories to support, educate, and engage members of fraternities and sororities

4. Collaboration:

- Communicate with departments and organizations on campus to foster a collaborative effort within the campus climate
- Serve on University committees and establish relationships with University departments and external partners

5. Administration:

- Provide support for the Fraternity and Sorority Life Office documents (i.e. monthly roster updates, updating master contact list, keeping records of members in honor societies, etc.)
- Contribute to department programs such as Fraternity and Sorority Life Retreat, New Members' Institute, Fraternity and Sorority Life Leadership Track, National Hazing Prevention Week, FSL Nights, FSL Week, Standards of Excellence, Student Achievement Awards, etc.

6. Research:

- Compile reports and assist with assessment and evaluation of department programs
- Demonstrate an interest in the fraternal movement by conducting research, analyzing national trends, and maintaining an awareness of how current issues impact the undergraduate experience

7. Innovation:

- Assist with the development of new programs and resources that incorporate the use of technology and provide opportunities for all members of fraternities and sororities

8. Leadership:

- Demonstrate involvement in and support of the Association of Fraternity/Sorority Advisors (AFA) and the Student Affairs Administration in Higher Education (NASPA)

Additionally, the Graduate Assistant will need to attend CSI and FSL staff meetings, meet regularly with supervisor, participate and support department programs, and complete other duties as assigned.

Minimum Qualifications:

1. Acceptance into University of West Georgia College of Student Affairs Master's program
2. Ability to work well independently and as part of a team
3. Effective written/verbal communication skills and ability to use Microsoft Office
4. Effective organizational and planning skills
5. Availability to work nights and weekends as needed

Preferred Qualifications:

1. Experience with program/event planning, presenting, facilitating and/or teaching
2. Interest in advising fraternities and sororities in a future student affairs position
3. Demonstrated leadership as a member of a social Greek-lettered organization

At the University of West Georgia, our commitment to excellence is complemented by our commitment to building a culturally diverse community. We encourage applications from underrepresented groups, including minorities, women, and people with disabilities.