POSITION: Graduate Assistant for Fraternity & Sorority Life

DEPARTMENT: Office of Student Leadership and Engagement

CONTRACT PERIOD

Fall Semester: August 15, 2019 – December 23, 2019
Spring Semester: January 2, 2020 – May 29, 2020

POSITION SUMMARY

The Graduate Assistant for Fraternity & Sorority Life is a 25 hour per week graduate student whose primary responsibility is to provide support to the fraternity and sorority chapters at Hofstra University. The Graduate Assistant will be challenged to provide advising, support, and accountability for fraternity and sorority chapters to further the success and development of students, chapters, and the Hofstra fraternity and sorority community as a whole. This position requires weekday, evening, and weekend hours as needed and will be supervised by the Assistant Director for Fraternity & Sorority Life.

POSITION RESPONSIBILITIES

Advising – This is a collaborative effort with the Assistant Director. There are currently 28 fraternities and sororities, 4 governing councils, and 1 honors organization.

- Serve as a primary or secondary advisor to one or more of the following councils and their member organizations
  - College Panhellenic Council, Interfraternity Council, Multicultural Fraternity & Sorority Council, Professional Fraternity Council, FSL Programming Board, or Order of Omega
- Support chapters through regularly scheduled meetings with designated officers and attending chapter, council, and community events
- Assist chapters in the completion of paperwork including the Letters with Pride Assessment program
- Address overall behavior and/or issues with chapters

Initiatives – Provide support or take lead on various initiatives with the support of the Assistant Director. Potential project areas may include but are not limited to:

- Hofstra Celebrates the Holidays
- Pride Expo
- Dance Marathon
- FSL Leadership Development
- National Hazing Prevention Week
- Greek Week
- Northeast Greek Leadership Association Annual Conference
- Formal Recruitment
ELIGIBILITY

Applicants must be enrolled as a full-time graduate student at Hofstra University. Applicants must be creative, organized, and proficient in the Microsoft Office Suite as well as Google Drive Applications. Excellent written and oral communication skills along with a demonstration of intercultural sensitivity is required. Prior experience with event planning, data collection and assessment, working with student organizations, and a knowledge of fraternity and sorority life is preferred. Candidate must be able to work alone and in group settings.

COMPENSATION

$1,000 stipend and 9 graduate level credit tuition remission