

Sorority and Fraternity Life Graduate Assistant

General Summary:

The Sorority & Fraternity Life Graduate Assistant serves as a member of the advising team for the sorority and fraternity community, which currently consists of 41 chapters divided among the Interfraternity Council, College Panhellenic Council, National Pan-Hellenic Council, and United Greek Council. The Graduate Assistant will demonstrate openness to connect with students and campus/community partners to support a diverse, equitable, and inclusive sorority and fraternity community.

Principal Duties and Responsibilities:

- Serve as a Chapter Coach to a portfolio of chapters across all four councils, advising chapters regarding goals and expectations from the inter/national organization, ISU SFL, or the governing council and general chapter operations
- Co-advise one of the governing councils alongside a professional staff member
- Support and facilitate SFL programming, including the Gala Awards, SFL Annual Retreat, New Member Education, Diversity, Equity, and Inclusion initiatives, harm prevention, and leadership development
 - Including Events with Alcohol Training and Chapter Consultations
- Advise the Order of Omega chapter. Meet one one-on-one with officers and attend general body meetings
- Support all councils' membership recruitment and intake, including assisting with the College Panhellenic Primary Recruitment process each fall
- Oversee and operate the SFL social media, including Instagram and Facebook accounts
- Assist with the review of contracts for events, programs, speakers, etc.
- Attend the Association of Fraternal Leadership & Values central annual conference as a member of the SFL staff
- Represent the Dean of Students Office and Sorority & Fraternity Life Unit at new and prospective student events
- Serve as a Dean of Students Office staff member by participating in regular staff meetings, training, required professional development sessions, holding office hours, and supporting unit/departmental functions and events as required (including but not limited to winter and spring Commencement ceremonies)
- Serve as a University representative for Dean of Students Office programs, on and off campus, as business needs dictate and travel with students to conferences and workshops (may include driving University vehicles).

Requirements:

All graduate assistants must meet the requirements outlined in the Illinois State University Graduate Assistant Handbook available on the Human Resources [website](#). Graduate Assistants must maintain a 3.0 cumulative GPA to retain their position.

Preferred Qualifications:

- Membership in a social sorority or fraternity
- Prior leadership experience in a social sorority or fraternity

Length of Contract:

The assistantship will begin July 15, 2024 and end May 16, 2025 and will follow the Illinois State University administrative calendar with an average of 20/hours per week. Occasional evening and weekend hours will be required. Graduate Assistants are expected to hold office hours during the regular work week, Monday-Friday between 8 a.m. and 4:30 p.m.

Remuneration: Graduate Assistants receive a full tuition waiver and a monthly stipend of \$1,300/month.

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