



Fraternity & Sorority Life

Graduate Assistant Position Description

Summary of Position: The Graduate Assistant for Greek Life reports to the Assistant Director for Fraternity & Sorority Life and facilitates student leadership, involvement, and engagement by coordinating leadership development, providing support to our councils and students, and assisting with other CSI programs, activities and functions.

Position Duties:

- Assist in advisement of one of four governing councils (College Panhellenic Council, National Pan-Hellenic Council, Interfraternity Council, and Multicultural Greek Council)
- Assist in the advisement of one of the FSL honorary/program (Rho Lambda, Order of Omega, Greek Programming Board, and Greek Ambassadors)
- Assist with major FSL functions including Panhellenic recruitment, facilitate educational programming to new and current members, and training for executive boards
- Coordinate annual Greek Leaders' Retreat
- Facilitate chapter roster management through UWG's Banner system
- Create content and manage FSL Facebook and Twitter accounts to inform students and advisors of current trends and engagement through social media
- Assist with on-site program management
- Coordinate development and publication of "The Laurel" and additional Fraternity & Sorority Life marketing publications by working with the Office of University Communications and Marketing
- Arrange lodging, travel, and registration for student leaders to attend regional FSL leadership conferences in Atlanta, GA (SEIFC, SEPC, and SEGLS)
- Attend FSL staff meetings, one-on-one meetings with Assistant Director and division Staff meetings
- Assist with departmental programs and activities as needed
- Follow all university policies and procedures
- Conduct benchmarking research in all areas related to best practices in the field
- Keep campus reservation contacts updated; make room reservations for office training sessions and other events as needed
- Assist with other office functions as needed, including assisting with front office duties (telephones, customer services) as needed

Desired Skills and Qualifications:

- Proficiency with Microsoft Office software; Word, Excel, Publisher, and PowerPoint
- Knowledge of Prezi, Adobe Illustrator, InDesign, Premiere Pro, HTML or other website design programs
- Knowledge and use of social media (Facebook, Twitter, Pinterest, Instagram, and LinkedIn)
- Excellent written and verbal communication skills and strong presentation skills
- Provide excellent customer service and exhibit strong attention to detail
- Comfortable with conducting outreach
- Event planning experience, highly desirable

Additional Opportunities:

- Attend Association of Fraternity/Sorority Advisors annual meeting
- Submit program proposals to local, regional, and national conferences