STUDENT POSITION DESCRIPTION

Sorority and Fraternity Life Graduate Assistant

Leadership, Recognition & Organization Operations

Hiring Area: Sorority and Fraternity Life

Supervisor: SFL Staff Member

Application Deadline: As Advertised

Compensation: 20 hour per week assignment at $13.54 hourly rate. Up to $5,200 per long semester based on hours actually worked. Maximum of 384 hours paid per long semester.

Length of appointment: By Academic Long Semester with option to renew for a total of 4 long semesters if mutually agreed by student and supervisor. Option to begin in August may be available.

POSITION OVERVIEW

Sorority and Fraternity Life (SFL) is an area in the Office of the Dean of Students that provides students in sororities and fraternities with support and advisement as well as leadership opportunities and developmental programming to enhance their educational experience. The SFL staff serve as liaisons between the university and the six governing councils - the Interfraternity Council (IFC), the National Pan-Hellenic Council (NPHC), the Texas Asian Pan-Hellenic Council (TAPC), the Multicultural Greek Council, the Latino Pan-Hellenic Council (LPHC), the University Panhellenic Council (UPC), and sororities and fraternities that are part of our affiliate circle.

- Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday through Friday, with some prescheduled evening and weekend hours
- Qualification for in-state tuition rates
- Comprehensive insurance benefits package (September - May)
- Hands-on work in student personnel field, providing excellent work experience

DUTIES AND RESPONSIBILITIES

- Assist with the coordination and implementation of area programs, activities and events, including yearly roster day event, which includes marketing, coordinating, accepting and revising records, and other duties as needed related to roster collection
- Assist with the coordination of a leadership retreat or conference for our students in collaboration with another staff member
- Coach and advise up to 10 organization chapter presidents as assigned
- Provide support to the advisors of the Interfraternity, Latino Pan-Hellenic, Multicultural, National Pan-Hellenic, Texas Asian Pan-Hellenic and University Panhellenic Councils as well as Order of Omega
- Participate in Audits for the Good Standing and Achieved Excellence program
- Assist and support instructors with our leadership course offered in partnership with the Department of Educational Psychology
- Create sorority and fraternity community resources focused on leadership, programming, and communication
- Attend assigned council meetings weekly and advise chapter presidents, attend executive board meetings as advised
- Contribute to the success of events, programs, communication and outreach efforts of the SFL office
- Meet with supervisor regularly for ideation, updates, and troubleshooting
- Attend Sorority and Fraternity Life as well as Office of the Dean of Students meetings, programs, activities and events when appropriate
- Assist with general office duties as needed
REQUIRED QUALIFICATIONS

- Must be a currently enrolled graduate student (taking at least 9 hours). Preference will be given to Master's and Ph.D. students in the College of Education’s Program in Higher Education Leadership or other Master's students with experience working with sororities and/or fraternities.

PREFERRED QUALIFICATIONS

- A desire to work with students
- Ability to utilize concepts of student development in program planning, counseling and administrative duties
- Excellent written and oral communication skills
- Proven organizational skills and strong interpersonal skills
- A desire to work with college students and a commitment to diversity and social justice issues
- Interest and knowledge about safety and risks with student organizations
- Experience with Macintosh computer hardware and software or the ability to learn applications quickly (i.e. Microsoft office suite products)
- Other experience/skills as relevant to specific position responsibilities

STUDENT LEARNING ASSOCIATED WITH THIS POSITION

1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.
3. **Personal and Professional Competence** – Learn to communicate effectively, pursue goals and maintain well-being.
4. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions.
5. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

HIRING PROCESS

- If you are a potential graduate/doctoral student in higher education, please participate in the graduate assistant selection process organized by the College of Education.

All other candidates please submit résumé and cover letter to:

Marilyn Russell  
Director of Sorority and Fraternity Life  
Office of the Dean of Students  
The University of Texas at Austin  
1 University Station A5800  
Austin, TX 78712-0175

Or via email to: marilynr@austin.utexas.edu