



# STUDENT POSITION DESCRIPTION

## SORORITY AND FRATERNITY LIFE GRADUATE ASSISTANT

### LEADERSHIP DEVELOPMENT, RECOGNITION & AWARDS

**Hiring Area:** Sorority and Fraternity Life

**Supervisor:** SFL Full Time Staff Member

**Application Deadline:** As Advertised

**Compensation:** 20 hours per week assignment at \$19.33 hourly rate.

**Length of appointment:** 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 within the Office of the Dean of Students that provides members of sororities and fraternities with support, advisement, leadership opportunities and developmental programming to enhance their educational and membership experience. The SFL staff and graduate assistants serve as liaisons between the university and the six student-run governing councils - The Interfraternity Council (IFC), The National Pan-Hellenic Council (NPHC), The Texas Asian Pan-Hellenic Council (TAPC), The Multicultural Greek Council, (MGC) The Latino Pan-Hellenic Council (LPHC), The University Panhellenic Council (UPC), as well as 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 the Emerging Leaders Institute, Community Standards and our annual SFL Awards celebration banquet.
- Assist in the coordination of cultural consciousness education with the SFL community.
- Serve as a Co-Advisor to one or more of our governing councils.
- Attend assigned council or organization meetings as well as executive board meetings as advised.
- Advise and coach eight-to-ten-chapter presidents within the SFL community.
- Create sorority and fraternity community resources focused on leadership, programming, communication, and recognition opportunities.
- Assist and support instructors with courses offered in partnership with the Department of Education Leadership and Policy.
- Regularly meet with supervisor for ideation, updates, and troubleshooting.
- Contribute to the success of events, programs, communication and outreach efforts of the SFL office.
- Attend Sorority and Fraternity Life as well as Office of the Dean of Students meetings, programs, activities and events when appropriate.
- Assist with administrative functions related to the role.
- 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 college students and stakeholders who identify with their organization membership as a transformative experience.
- Ability to utilize concepts of student development in program planning, counseling, and administrative duties.
- Interest and knowledge of safety and risk management issues associated with student organizations on a college campus.
- A commitment to creating an environment that is connected and where belonging for all students is considered.
- Excellent written and oral communication skills.
- Strong interpersonal abilities and proven organizational skills.
- 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

## CAREER READINESS COMPETENCIES RELATED TO THIS POSTION:

1. **Career and Self Development** - Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships.
2. **Communication** - Clearly and effectively exchange information, ideas, facts, and perspectives with people inside and outside of your organization.
3. **Critical Thinking** - Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
4. **Leadership** - Recognize and capitalize on personal and team strengths to achieve organizational goals.
5. **Professionalism**- Understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
6. **Teamwork** - Build and maintain collaborative relationships to work effectively toward common goals, while appreciating viewpoints and shared responsibilities.
7. **Technology** - Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

## 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  
Sorority and Fraternity Life, Office of the Dean of Students  
[marilynr@austin.utexas.edu](mailto:marilynr@austin.utexas.edu)