



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 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: 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

(Given COVID-19, all duties and responsibilities will be adapted to allow for remote/virtual work.)

- Assist with the coordination and implementation of area programs, activities and events, including the annual SFL Awards selection process as well as the celebration banquet.
- Assist in the coordination of the Good Standing and Achieved Excellence Community Standards Program
- 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 in safety and risk management associated with student organizations on a college campus.
- A commitment to diversity and social justice issues.
- 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

STUDENT LEARNING ASSOCIATED WITH THIS POSITON

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
marilynr@austin.utexas.edu