Graduate Assistant Job Description

Department Name: Sorority & Fraternity Life, Interfraternity Council Graduate Assistant

Department Website: gogreek.utk.edu

Department Mission Statement (Brief): The mission of the Office of Sorority & Fraternity Life is to enhance the quality of student life at the University of Tennessee through collaborative and proactive advising of the Sorority & Fraternity Community. Our focused intent is to develop a holistic and positive student experience by offering relevant educational programs, fostering a mentality of leadership and active citizenship, promoting a safe and inclusive community and encouraging the advancement and achievement of each individual's scholastic potential.

Job Requirements/Qualifications:

- Enrolled in graduate school at the University of Tennessee.
- Evidence of strong verbal and written communication skills.
- Ability to multitask and demonstrates strong organization skills.
- Desire to learn and develop as a professional.
- Committed to student empowerment and educational development of students.
- Basic knowledge of sorority/fraternity community and a demonstrated commitment to the fraternal movement.
- Desire to complete tasks individually within a team environment.
- Experience with creative programming and event planning.
- Desire to build community, demonstrate commitment to diversity, and commitment to create positive change.
- Ability to take initiative and work on assigned projects.
- Greek affiliation is preferred but not required.
- Preference is given to students pursuing a career in higher education/student affairs.

Responsibilities and Tasks:

- Provide advising support for executive officers and chapter leaders within the Interfraternity Council.
- Opportunity to serve as advisor for the Order of Omega Greek Honor Society.
- Assist with the instruction of the Counselor Education 205 course for Rising Greek Leaders.
- Assist with the advising and facilitation of major programs and activities of the Interfraternity Council including recruitment, leadership retreats, and Greek Leadership Programs.
• Identify and support targeted areas of interest within the Sorority and Fraternity Life office such as assessment, programming, Greek Leadership Initiative, and web development.
• Assist as needed with overall programming and staffing within the office.
• Present programs for retreats and student organizations as needed.
• Attend professional development opportunities coordinated by Division of Student Life.
• Participate in professional development opportunities related to student life and Sorority and Fraternity Life.
• Conduct monthly fire drills in fraternity houses and follow-up on required maintenance requests.
• Assist with the tracking of student involvement in fraternities, student residence contracts, meal plan contracts, etc.
• Maintain a professional work environment at all times including office hours, appropriate attire, and professional conduct with students and staff.
• Attend and serve on various university committees.
• Perform other duties as assigned.

Salary/Benefits:
• Tuition waiver plus $1300/month stipend
• Health Insurance
• Computer and office space
• Opportunity to travel with undergraduate students for regional and/or national conferences and retreats; other professional development opportunities as approved by supervisor

Term:
• 20 hours per week; 10 month appointment