Graduate Assistant Job Description

Department Name: Office of Sorority and Fraternity Life, Panhellenic 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 communication and organizational 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 work in a team environment.
- Experience with creative programming/event planning.
- Desire to build community, demonstrated 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 officers within the Panhellenic Council, Junior Panhellenic, and chapter officers.
- Opportunity to serve as advisor for the Order of Omega Greek Honor Society.
- Assist in the promotion, recruitment, selection, and training of Panhellenic executive board, Panhellenic directors, and recruitment counselors.
- Opportunity to serve as a co-instructor for the Counselor Education 205 course for recruitment counselors and/or Advanced Greek Leaders.
- Assist with the advising and facilitation of major programs and activities of the Panhellenic Council including sorority recruitment, leadership retreats, Circle of Sisterhood fundraising and education, and Junior Panhellenic programming for new members.
• 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 students organizations as needed.
• Attend professional development opportunities coordinated by the Division of Student Life.
• Conduct two fire drills per semester in each sorority house and follow up on required maintenance requests.
• Participate in training seminars for sorority house directors.
• Assist with the tracking of student involvement in sororities and fraternities, student residence contracts, meal plan contracts, etc.
• Participate in professional development opportunities related to student life and Sorority and Fraternity Life.
• 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 $1,300/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.