Greetings from Christopher Newport University!

Contact Person: Frank Council, Director of Student Activities; Phone: 757/594-7260, Email: franklin.council@cnu.edu

Supervisors: Frank Council, Director of Student Activities; Phone: 757/594-7260, Email: franklin.council@cnu.edu
Katie Litle, Director of Student Engagement; Phone: 757/594-7160, Email: Kathryn.little@cnu.edu

Position Description:
Student Affairs at Christopher Newport University is seeking an interested graduate student to become a part of the Student Activities team. This position is designed to give a full-time graduate student the opportunity to participate in practical, hands-on experience in the areas of Greek Life programming and advising (75%) and New Student Orientation (25%). The graduate assistant will take an active role within the CNU campus community experiencing the day-to-day interactions of a University amidst dynamic growth and development.

Responsibilities:
- Hold an average of twenty (20) office hours per week. (TBD based upon CNU need and your availability.)
- Co-advising (with the Associate Director) the Interfraternity Council (IFC), Panhellenic Council (Panhel), and National Pan-Hellenic Council (NPHC)
- Provide leadership to, support, advise, and mentor assigned members of the IFC, Panhel and NPHC Executive Board through regular meetings and interactions.
- Attend weekly IFC, Panhel, and NPHC Executive Board Meetings.
- Work with Associate Director to allocate Greek Life budget.
- Support and assist Greek Executive Boards with planning and execution of formal recruitment processes
- Assist with the development of Greek housing strategies and policies
- Work with Associate Director to plan retreats and training opportunities.
- Attend and supervise a variety of Greek and Student Activities Events as needed.
- Support and assist the Office of Student Engagement with planning, training and implementation of New Student Orientation components including Setting Sail, Welcome Week, and Transfer Orientation.
- Help coordinate educational programming aspects of Orientation components (throughout the year).
- Assist the Office of Student Activities with program planning and implementation of services and experiences that enhance students’ development and leadership skills.
- Assist in the coordination of Special Events produced by the Office of Student Activities, including but not limited to Club Fair, Captains Ball, Student Leadership Awards, Celebration of Holiday Lights, Women/Men in Leadership Programming, Emerging Leaders Programming, etc.
- Attend department and division meetings as able and contribute to discussion items and office business.
- Meet regularly with supervisors to monitor performance and discuss the graduate assistant experience.
- Other duties as assigned.

Desired Qualifications:
The graduate assistant must be admitted to and enrolled full-time or have a Master’s degree, preferably in higher education administration or student personnel. Applicants with previous experience and knowledge of orientation and/or Greek Life, campus programming whether through a program board, student government, or general student activities involvement are strongly encouraged to apply. Candidates should exhibit maturity, enthusiasm, and creativity. Priority will be given to applicants with direct experience in fraternity and sorority life.

Classification/Hours:
This assistantship is a part-time (20 hours per week) position, with the understanding that some weeks require more hours than others. Some hours will be spent in the office, while others are spent at events during nights and weekends.

Length of Assistantship: Aug 1, 2013 – May 31, 2014 (dates are negotiable)

Remuneration for Assistantship: Compensation is a total of $13,000 for a period of nine and a half months.