Graduate Assistant with Fraternity/Sorority Life and Student Clubs/Organizations
Assistantship Responsibilities
2013-2014

- Serve as part of advising team for the Inter-Fraternity Council and Panhellenic Council (specific advising roles dependent upon interests and experiences)
- Work in collaboration with the Assistant Director of Student Leadership Development and other members of the Office of Student Leadership Development to coordinate services and resources for student clubs/organizations
- Serve as primary contact for planning and execution of annual Greek Leadership Institute
- Serve as part of three-member team to advise and support all programs and initiatives sponsored by the Fraternity/Sorority Life Office, the Inter-Fraternity Council, and the Panhellenic Council
- Assist in support, advising, and development of 30+ (inter)national fraternities and sororities on campus, their officers and their members
- Assist in support and advising of the formal recruitment process for the Panhellenic Council
- Coordinate social media and publicity efforts for the Fraternity/Sorority Life Office
- All other duties as assigned by supervisor(s) that further fraternity, sorority, and leadership initiatives within the campus community

Classification and Hours
This position is open to Masters-level students and is a 20 hour/week assignment.

Benefits
The position pays a tuition waiver and masters-level stipend.

Immediate Supervisor and Colleagues
The Graduate Assistant reports directly to the Assistant Director of Student Leadership Development and works closely with all staff members in the Office of Student Leadership Development.

Selection Criteria
The successful candidate will demonstrate an ability to work well with others, have strong communication skills, and display an interest and ability in advising students and student organizations. Candidate must be flexible, have a sense of humor, and be willing to work evenings and selected weekends. Greek-letter organization affiliation preferred, but not a necessity.

For more information, contact Jennifer Leung, Assistant Director of Student Leadership Development at 757.221.3273 or jaleung@wm.edu