



Division of Student Life
Office of Fraternity & Sorority Affairs

Description

The role of the Graduate Assistant for Fraternity and Sorority Affairs is to work closely with professional staff and students to identify, develop, present, and review a variety of programs. These include, but are not limited to, programs related to leadership skill development for both current and emerging leaders, programs related to peer education, and programs related to new member education. The Graduate Assistant also advises and contributes to the success of the Interfraternity (IFC) and Panhellenic Councils by defining and modeling a clear sense of purpose for the groups.

Essential Responsibilities:

- Advise the IFC and Panhellenic councils and their individual officers by attending meetings and planning sessions and working with the group in the areas of leadership, event planning, programming, and development.
- Provide support to all associated events including Panhellenic formal recruitment and Greek Week.
- Advise Order of Omega honor society.
- Work with professional staff, IFC and Panhellenic Councils to maintain all office records and prepare statistics on the Greek community each semester, including chapter grade reports, chapter growth reports, and community service/philanthropy reports.
- Serve as a resource for students and groups within the IFC and Panhellenic community.
- Stay current with national trends and best practices regarding fraternity and sorority advising as well as make recommendations to align office programming with these trends as appropriate.
- Organize and deliver new member trainings, roundtables, and assist with other workshops on related topics as needed (including hazing prevention, alcohol abuse prevention, risk management, etc.)
- Represents the functional area as a member of the Division of Student Life
- Regularly assess student interest in current programs and brainstorm ideas for new projects.
- Update and maintain the department's website as needed.
- Actively participate in regular office operations and provide support for any/all department-wide programs and initiatives.

Required Qualifications

- B.A./B.S. in related field
- Acceptance into the Graduate School and currently enrolled full-time at the University of Maine
- Must qualify under the Federal Work Study Program

Preferred Qualifications

- Valid driver's license
- Background and knowledge in fraternity and sorority life
- Previous undergraduate experience as a student leader
- Some proficiency in computer programs (Microsoft Suite, Photoshop, Wordpress, etc.)
- Some proficiency in Social Media (Facebook, Twitter, Instagram, etc.)

Time Commitment

- Twenty hours per week, per semester
- Ability to handle a flexible schedule (some evening and weekend hours expected)

Compensation

- Stipend in amount set by the Graduate School
- Monthly payments
- Tuition waiver of up to 18 credits

Start Date: August 19, 2024

End Date: May 9, 2025