

## Graduate Assistants for Office of Residence Life

<b>Time Commitment:</b>	20 hours per week beyond Greek House Director duties
<b>Contract Dates:</b>	August 3, 2008 – May 15, 2009
<b>Remuneration:</b>	Full tuition and general fee waiver (valued at over \$10,000), \$8,120 stipend, conference support. Greek Graduate Assistants also serve as a Greek House Director and the benefits described with that position description.

### General Expectations Include

1. Attends weekly Graduate Assistant staff meetings.
2. Attends all Greek Graduate Assistant training sessions.
3. Meets weekly with direct supervisor.
4. Encouraged to present at least one program at a conference or meeting (limited funding may be available to partially cover some pre-approved travel costs).
5. Attends the August and January Leadership retreats and assists in planning and programming for both retreats.
6. Staff member responsible for at least one Late Night Event a semester based on the staff rotation.
7. Encouraged to attend MGCA and AFA (limited funding may be available to partially cover some pre-approved travel costs especially if presenting a program).
8. Schedules 18 office hours a week in the Greek Affairs office.
9. Judicial cases heard by second year graduate students
10. Each graduate staff member will assist with the academic success, judicial/discipline, risk management, growth, and assessment operations of the council and other auxiliary groups and programs assigned.
11. Each graduate staff member will be responsible for working directly with chapters (number to be determined) from the assigned council in conjunction with any and all advisors, professional staff, and house director (if applicable).
12. Each graduate staff member will also mentor a member of the Greek Leadership Team (GLT) and work in conjunction with the senior coordinators to encompass diversity and leadership.
13. Other responsibilities as assigned.

### Primary Responsibilities – Performed Under the Direction of Full-Time Greek Affairs Staff

**Greek Independent Board Council Assistants** will be responsible for:

- Coordinating the semesterly President's Retreats
- Advising the Go Greek Team
- Housing
- Housing Board
- Ally and GLB Initiatives
- Assist facilitating UNIV 310

**National Pan-Hellenic Council Assistants** will be responsible for:

- Coordinating Staff Recruitment and Development
- Advising G.A.M.M.A. (Greeks Advocating the Mature Management of Alcohol)
- Coordinating the semesterly Greek-a-Palooza Retreat (new member retreat)
- Scholarship Board
- Communications

**Inter-fraternity Council Assistants** will be responsible for:

- Coordinating the UNIV 210 Greek Leadership Course
- Advising the Greek Leadership Team
- Coordinating the New Member Greek Weeks (with New Member Greek Council)
- AFA
- Judicial Boards

**Panhellenic Council Assistants** will be responsible for:

- Coordinating the MGCA conference
- Assist in the Advising of Greek Honorary Societies (Gamma Sigma Alpha & Order of Omega) & assisting societies with the planning of the Greek Awards ceremony
- Coordinating the Emerging Leaders Conference
- Greek Week
- Rho Lambda
- Co-facilitate UNIV 310