Student Activities and Involvement Graduate Assistant, 2015-2016
Sorority and Fraternity Affairs

The Division of Student Affairs
Student Affairs actively contributes to the university’s academic mission, provides comprehensive student services, and educates all UF students. Student Affairs enriches student learning through leadership, service, engagement, and self-discovery resulting in a well-qualified, healthy, and broadly diverse citizenry and workforce.

The Department of Student Activities and Involvement
The Department of Student Activities and Involvement is responsible for co-curricular programs and services that augment the educational experience for students. The department encompasses social sororities and fraternities (Sorority and Fraternity Affairs), student organization registration and support, advisement of Student Government, campus programming and events, and event management and program planning support.

Sorority and Fraternity Affairs
Sorority and Fraternity Affairs is responsible for assisting the four councils that comprise the Florida Greek community in the creation of environments that promote the fraternal tenets of scholarship, service, leadership, and community.

Position Description
The Sorority and Fraternity Affairs Graduate Assistant is a paraprofessional staff member in a comprehensive department that provides developmental advisement to students through the strategic initiatives of scholarship, service, leadership, community, risk management, and facility maintenance. The Graduate Assistant will serve in the capacity to support the mission, vision, and goals of Sorority and Fraternity Affairs, Student Activities and Involvement, the Division of Student Affairs, and the University of Florida.

Time Commitment: 20 hours per week, with additional time required during peak periods such as the beginning and end of each semester. Frequent night and weekend hours are required.


Remuneration: Salary includes in-state tuition for nine (9) credit hours per semester and $13,000 annual stipend. NOTE: Florida is one of the few states without a state income tax.

Basic Position Responsibilities
- Co-advice one or more of the four governing councils—this includes advising aspects of the respective executive board and cabinet officers, the respective chapter presidents, and working with the respective chapter advisors and national officers
- Advise Order of Omega (National Greek Honorary Society) and support the executive board in the development, execution, and assessment of all programming related to scholarship, leadership, and service
- Coordinate, implement, and execute the Florida Greek Community Awards & Council Officer Installation Banquet—this includes advising a committee comprised of representatives from all four councils and Order of Omega to plan, organize, budget for, and present at the awards banquet
- Communicate with and provide clear instructions to individuals, chapters, and judges for the Florida Greek Community Awards application packet and evaluation process
- Collaborate with, provide support for, and serve as a resource person for chapter advisors, house directors, student leaders and other groups as appropriate
- Assist in providing general advising and serve as a resource person for member organizations and student leaders. Assist in advising student leaders in areas such as chapter management, house management, scholarship, community service, social programming, organization and member accountability, new member development, recognition activities, and similar topics
- Assist with the planning and implementation of annual leadership programs, training, and development, including but not limited to Greek Advance and Risk Management and Crisis Management training
- Attend/assist with Florida Greek community events
- Assist with innovation and development of programs to support Florida Greek community
- Assist with the coordination of routine assessment of the Florida Greek community
- Review and update policies and procedures in conjunction with SFA staff

The Foundation for The Gator Nation
An Equal Opportunity Institution
• Become familiar with all governing councils and operations (IFC, MGC, NPHC, PC)
• Assist with marketing and public relations as appropriate
• Develop intended outcomes for all facets of the position and assess the degree to which those outcomes are achieved. Participate in ongoing evaluation to assess your growth and development
• Attend scheduled meetings for Sorority and Fraternity Affairs, Student Activities and Involvement, Florida Greek community (as appropriate), and graduate staff training series
• Meet with supervisor for weekly one-on-one meetings
• Serve as an advocate for Greek-letter organizations as appropriate
• Perform other duties as assigned

Qualifications
Required:
1. A bachelor’s degree from an accredited four-year institution
2. Admission/ Full-time enrollment in an appropriate graduate program at the University of Florida
3. Demonstrated knowledge and/or experience in fraternity and sorority life and a commitment to professional standards of behavior
4. Previous experience in program/conference planning and presenting leadership workshops
5. Computer literacy (Word, Excel, Publisher, Adobe, etc.)

Preferred:
1. Students admitted or enrolled in the Student Personnel in Higher Education (SPHE) academic program area
2. Affiliated with a fraternity or sorority on either the undergraduate or graduate level
3. Previous experience as an officer in a student organization