

**Student Activities and Involvement Graduate Assistant General, 2017-2018
Sorority and Fraternity Affairs (2 positions)****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.

Contract Dates: August 7, 2017 – May 14, 2018

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

Basic Position Responsibilities (All responsibilities are assigned after hire and as appropriate)

- Assist with advising Greek governing groups (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Council, or Order of Omega) — this may include advising aspects of the respective executive board and cabinet officers, the respective chapter presidents, and working with the respective chapter advisors and national officers.
- Assist in providing general advising and serve as a resource person for member organizations and student leaders. Assist in advising student leaders and support persons 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 management and coordination of the Florida Greek Standards Accreditation Program. This includes education for chapters, information tracking, and overall assessment of annual chapter statuses.
- Assist with Greek incident cases and the Greek Conduct process, including tracking related to Greek incident or conduct cases
- Coordinate and/or assist with planning and implementation of Florida Greek community events such as Greek Awards Banquet/Program, All-Greek Service Day, and/or Emerging Leaders Conference
- Assist with instruction of Greek leadership courses
- Assist with the planning and implementation of general annual leadership programs, training, and development, including but not limited to Greek Advance and Risk Management and Crisis Management training
- Assist with crisis response for chapters
- Assist with innovation and development of programs to support Florida Greek community
- Review and update policies and procedures in conjunction with SFA staff
- 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