

Fraternity and Sorority Programs



EASTERN ILLINOIS UNIVERSITY™

Graduate Assistant for Fraternity & Sorority Programs

Position Overview: The Graduate Assistant for Fraternity & Sorority Programs (GAF&SP) provides direct assistance to the Director of Fraternity & Sorority Programs in the oversight, management and development of all aspects the EIU Greek Community. The position will include student organization advising, leadership development, risk management/ alcohol oversight, and other aspects of a multi-dimensional fraternity & sorority program. The GAF&SP is directly supervised by the Director of Fraternity & Sorority Programs.

Contract: 9 Month Position

Description of Duties and Responsibilities:

1. Serve as primary advisor to one of the three fraternity & sorority governing councils (IFC, NPHC, or Panhellenic). Attend all general meetings, executive board meetings and retreats.
2. Serve as campus-based advisor for up to six fraternities or sororities. This role is to help them meet EIU Registered Student Organization requirements, and the position involves being a liaison between the chapter and the University. This role is not that of a Chapter Advisor assigned by the (inter)national organization.
3. Assist with the planning, implementation and facilitation of leadership development programs for chapter and council leaders. This includes the opening retreats/workshops in August and the Chapter President's Retreat in January.
4. Coordinate the Social Event Registration process, and alcohol education programming, for the fraternity & sorority community.
5. Coordinate and develop anti-hazing initiatives for the community. Manage the anti-hazing certification efforts.
6. Assist with advisement for Greek Week. Directly advise one or two Greek Week committees.
7. In partnership with the governing councils, create and implement leadership development programs for fraternity & sorority members.
8. Assist with major campus-wide events.
9. Coordinate student and staff participation in the Central Fraternal Leadership/National Black Greek Leadership Conference (February). Attend the conference, and assist with oversight of students.
10. Serve as a role model and mentor to student leaders with the fraternity & sorority community.
11. Development of new, cost-effective and innovative student programs that challenge students to expand their horizons, while meeting the diverse needs of the University community.
12. Other duties as assigned by the Director of Fraternity & Sorority Programs.

QUALIFICATIONS:

- Bachelor's Degree and admittance into Eastern Illinois University Counseling and Student Development graduate program, or any graduate degree-seeking program within university.
- Undergraduate GPA of at least 2.75 (on 4.0 scale).
- Maintain full-time graduate student status and completion of the 48-credit hour program.

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- Willingness to work evenings and weekends.
- Excellent written and oral communications skills.
- Effective organizational, planning and conceptualized skills.
- Demonstrated ability to work with and advise students/student groups of diverse cultural backgrounds; sensitivity to and appreciation of campus diversity.

PREFERRED REQUIREMENTS

- Previous Undergraduate experience in fraternity & sorority life, multicultural programming, student leadership programs, and/or Student Governance.
- The ability to work independently and take the initiative to develop new and innovative programming.
- Highly motivated individual with good interpersonal, organizational and time management skills, computer knowledge are a plus.
- Experience in multicultural/student programming and leadership training with responsibilities for program and event development.
- Experience in student group advisement, training and development.
- Strong administrative and programming skills preferred with proven success working with diverse student populations and programming areas.
- Computer Technology and Graphic Design knowledge and skills set are a plus.

BENEFITS:

Contract Dates: Monday, August 1st, 2011 to Friday, April 27th, 2012. Contract is renewable for a second year upon mutual agreement of graduate assistant and supervisor.

Stipend: \$7,650 (\$850 per month)

Tuition Waiver: 9 to 15 hours of Graduate Tuition are waived each semester. Graduate Assistants must enroll in a minimum of 9 hours each semester and maintain a 3.0 semester cumulative GPA. Graduate assistants may be eligible for state and federal aid programs. Graduate Assistants may apply for Summer tuition waivers.

For More Information:

Dean Harwood
Director of Fraternity & Sorority Programs
Eastern Illinois University
(217) 581-7665
E-mail: drharwood@eiu.edu

Eastern Illinois University was established in 1895 by the Illinois General Assembly. The university is located in Charleston, Illinois, the county seat of Coles County, in East Central Illinois. The city has a population of approximately 20,000. EIU is a public institution with an enrollment of 11,000+ students. The university grants bachelors, masters and specialist degrees. For more information see the university's homepage at <http://www.eiu.edu>