



Graduate Assistant for Fraternity & Sorority Programs/ Associate Resident Director for Greek Court.

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

The Graduate Assistant for Fraternity and Sorority Programs will also serve as an Associate Resident Director in Greek Court. Duties for this position will be listed below and contract dates will be based on Housing and Dining Services training schedule.

Description of Duties and Responsibilities as Graduate Assistant for Fraternity and Sorority Programs:

1. Serve as primary advisor to one of the three fraternity & sorority governing councils (Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), or Panhellenic Council (PHC). Attend all general meetings, executive board meetings and retreats of the council the GAFSP advises.
2. 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 Fraternity & Sorority Programs Leadership Summit in January.
3. Coordinate the registration process of events that may be philanthropic, social, or collaborative in nature and educational programming (i.e. focusing on risk behaviors, consumption of alcohol and other drugs, dimensions of wellness, National Hazing Prevention Week, etc.) for the fraternity & sorority community.
4. Assist with advisement for Greek Week. Directly advise one or two Greek Week overall chair members and one or more committees.
5. Assist with major campus-wide events. (i.e. Opening Weekend activities, Family Weekend, Homecoming, Admissions Open Houses and Admitted Student Days, Debut and Transfer Day Panther Fairs, etc.)
6. Coordinate student and staff participation in the Association of Fraternal Leadership and Values (AFLV)/National Black Greek Leadership Conference (February). Attend the conference, and assist with oversight of students.
7. Coordinate and assist with planning of Hazing Prevention and Education Trainings
8. Serve as a role model and mentor to student leaders with the fraternity & sorority community.
9. 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.
10. Other duties as assigned by the Director of Fraternity & Sorority Programs.

Description of Duties and Responsibilities as Associate Resident Director of Greek Court:

1. Coordinates office operation, completes necessary paperwork, and works with Building Service Workers and Facilities Planning & Management personnel to ensure safety and security within designated area.
2. Collaborates with Building Service Workers to ensure safe and cleaning living environments. Meets regularly to address and resolved issues as they arise
3. Assists the residents living in the assigned Greek Court complex by being available when needed.
4. Serves as the primary duty and/or emergency contact person for residential building/area. Participates in on-call responsibilities for building/area.
5. Monitors and documents behavior concerns. Adjudicates instances of University violations in conjunction with the Office of Student Accountability and Support.
6. Has the option to assist with the Summer Conference Program operations.



QUALIFICATIONS:

- Bachelor's Degree and admittance into Eastern Illinois University Counseling and Student Development College Student Affairs graduate program.
- Undergraduate GPA of at least 2.75 (on 4.0 scale).
- Previous undergraduate experience in fraternity & sorority life, multicultural programming, student leadership programs, and/or student governance.
- Membership within a social Greek lettered organization in terms of IFC, NPC, NPHC, NAFLO, etc.
- 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:

- 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: Ten-month contract - Friday, July 23, 2021 to Monday, May 31, 2022. Contract is renewable for a second year upon mutual agreement of graduate assistant and supervisor.

Stipend: No less than \$900 per month which, also includes room and board and a meal plan through Housing and Dining Services.

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 3.00 semester cumulative GPA. Graduate Assistants may apply for summer tuition waivers.

For More Information:

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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 21,000. EIU is a public institution with an enrollment of 5,000+ students. The university grants bachelors, masters and specialist degrees. For more information see the university's homepage at <http://www.eiu.edu>