

GREEK COURT SENIOR STAFF ASSISTANT

ARE YOU READY TO BE EU?

UNIVERSITY HOUSING & DINING SERVICES

BASIC QUALIFICATIONS

- Junior or Senior standing during the period of appointment
Minimum 2.5 cumulative GPA at the time of application and maintained throughout the appointment.
- Previous experience in managing a group living environment is preferred (i.e., Resident Assistant, Summer Conference Assistant, House Manager or Executive Officer).
- Available to serve and live in the Greek Court housing unit for the entire academic year.
- In good behavioral and academic standing with the University.
- Membership in a fraternity or sorority preferred, but not required.

COMPENSATION

- Room and board plan in furnished apartment.
- \$160 monthly stipend.

APPLICATION & TIMELINE

- Applications are to be submitted online by Nov. 17th 2017. Qualified candidates will be contacted to schedule an interview.
- The application and application timeline are available at:
eiu.edu/housing/ssa_greek.php

COMMUNITY DEVELOPMENT DUTIES

- Assisting chapter house residents in maintaining an environment conducive to academic success and congenial group living.
- Assisting chapter house residents in maintaining a physical environment free of safety and health hazards.
- Promoting activities and programs sponsored by the IFC, PHC and NPHC through encouraging residents to participate in and attend them.
- Promoting activities and programs sponsored by the various University Departments through encouraging chapter members to participate in and attend them (i.e., Greek Court Council, the Residence Hall Association, etc.).

ADMINISTRATIVE DUTIES

- Completing RCR's, Shak's, weekly reports, key audits, flat sheets, and other information reports within established deadlines.
- Assisting chapters with occupancy requirements and housing contracts. SSAs are also responsible for assisting with check in and check out processes for their building and Greek Court overall.
- Meeting bi-weekly with House Managers and Chapter Presidents.
- Explaining University rules and policies to chapter members and residents.
- Completing internal and external duty rounds within Greek Community.
- Communicating with the ARD and Assistant Director about serious behavioral incidents (sexual assault or harassment, physical assault, self-destructive behavior, etc.) and utilizing Maxient to document incidents.
- Other duties as assigned.

FOCUS OF POSITION:

- The Senior Staff Assistant is an integral part of Greek Court, Eastern's on-campus fraternity and sorority housing complex. As staff members of University Housing & Dining Services, Senior Staff Assistants, working in conjunction with the Office of Fraternity and Sorority Programs, are committed to building community, assisting in the development of an educational environment and supporting the goals of the University.
- Senior Staff Assistants serve as liaisons and resource persons. They promote integration of all aspects of campus life and assist the chapter leadership in establishing an environment in the chapter house that is supportive of the educational objectives of Eastern Illinois University.
- Senior Staff Assistants are expected to display sensitivity to individual differences, acceptance of all students, and the ability to listen. Senior Staff Assistants are expected to serve as a positive role model and to exhibit consistency in performing their duties.
- Senior Staff Assistants may not serve or be elected to the Presidency or any other positions in their affiliated fraternity/sorority that would require them to live in their own chapter house. Candidates should not serve in an elected position for the Residence Hall Association or IFC, NPHC and PHC governing councils.

STAFF DEVELOPMENT RESPONSIBILITIES

- Attending and participating in all mandatory spring and fall training sessions.
- Attending and participating in professional development opportunities (individual staff and campus-wide) throughout the year.
- Attending and participating in a weekly staff meeting with the Greek Court staff members.
- Attending weekly 1:1 with direct supervisor.
- Facility Management Responsibilities
- Report maintenance needs through the use of the online work order system, and educate chapter members on how to do so.
- Communicate with Building Service Worker (BSW) concerning facility needs.
- Being present and available at the house at the beginning of each semester and remaining in your house until all residence halls officially close for breaks and the end of final examinations to complete opening and closing responsibilities. SSAs are the first to arrive and the last to leave the chapter house at the beginning and end of each semester and the beginning and end of all scheduled University breaks.

ADDITIONAL COMMENTS

Due to the responsibilities of this position, outside employment is not allowed with exception of the possibility of 3 hours maximum which must be worked at an on-campus location.



CONTACT INFORMATION

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🏠 eiu.edu/housing