

Student Engagement Programs Graduate Assistant (Greek Life)

GENERAL DESCRIPTION

Student Engagement Programs encourages active participation in meaningful experiences outside the classroom. We engage students to enhance leadership skills and to become global citizens through programs that foster accountability, creative thinking, interpersonal and personal connections while upholding principles of The SFA Way.

Home to Greek Life, Student Activities Association, SFA Traditions Council, Involvement Center, Jack Sorc, SFA Homecoming, Jack Camp, Student Leadership and Service Programs and more than 200 student organizations, Student Engagement is at the heart of what's happening on campus. These programs help students integrate into campus life and help develop leadership skills and enhance the overall experience at SFA.

The **Graduate Assistant (Greek Life)** will serve as a member of the department's leadership staff. This position will primarily be responsible for advising Order of Omega, co-advising Dance Marathon, overseeing the STAR Standards Packet, and other areas that advance the mission of Greek Life.

ESSENTIAL RESPONSIBILITIES

- 🌸 Assist in the planning and implementation of programming within Student Engagement Programs.
- 🌸 Participate in university committees as required.
- 🌸 Serve as primary advisor to Order of Omega, the Greek honor society.
- 🌸 Assist in the coordination of events put on by Order of Omega- the Annual Awards in the fall semester, and Greek Week in the spring semester.
- 🌸 Co-advise Dance Marathon, to ensure integration into Greek Week and overall Greek community.
- 🌸 Manage, oversee, and serve as primary owner of the STAR Standards Points System, a program that holds SFA Greek chapters accountable.
- 🌸 Facilitate communication and build relationships amongst necessary chapter officers.
- 🌸 Expected to have a minimum of 20 working hours per week.
- 🌸 Expected to meet one-on-one weekly with your primary supervisor and participate in monthly office staff meetings.
- 🌸 Perform other duties as assigned by the Assistant Director and Coordinator of Student Engagement, Greek Life.

EXPECTED ATTENDANCE

- 🌸 Expected to attend the following:
 - Association of Fraternity/Sorority Advisors Conference, December 4 – 7, 2019
 - Association of Fraternal Leadership and Values Conference, January 30 – February 2, 2020
- 🌸 Expected to assist when needed during Panhellenic Primary Recruitment, August 19 – 23, 2019
- 🌸 Expected to assist when needed during IFC Rush, typically held the first 2-3 weeks of the fall semester
- 🌸 Expected to attend, when possible, NPHC and MGC new member presentations, held at various points throughout the academic year

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- 🌸 Knowledge of Microsoft Office products
- 🌸 Ability to utilize research tools and resources
- 🌸 Excellent verbal and written communication skills
- 🌸 Ability to be creative
- 🌸 Willingness to learn and be challenged by the Greek Life Office and community

QUALIFICATIONS

- 🍷 Must be admitted into a graduate program at SFA
- 🍷 Must maintain a 3.0 overall cumulative GPA. No one may hold a GA position while on academic probation.
- 🍷 Must not be on disciplinary probation. This will be verified by the Office of Student Rights & Responsibilities.
- 🍷 GA may hold an outside job as long as it does not interfere with the fulfillment of the position's responsibilities.

COMPENSATION

- 🍷 Monthly stipend of \$1,100
- 🍷 On-going professional development opportunities
- 🍷 Meals and lodging during conference/event

This position reports to the Coordinator of Student Engagement, Greek Life and is also responsible to the Assistant Director of Student Engagement, Greek Life. For more information, contact:

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