



University of Missouri – St. Louis | Student Involvement

Title of Position:	Fraternity & Sorority Life Graduate Assistant
Contact:	Jessica Long-Pease Director of Millennium Student Center & Student Involvement longjessi@umsl.edu
Number of Positions available:	1
Contract Length:	One semester contract with option to renew
Average Number of Hours per Week:	20
Position Requirements:	May require work on weekends and evenings
Salary:	\$800 per month
Additional Benefits:	Commuter Meal Plan

Position Description:

- Support chapters in their growth and development by meeting regularly with designated officers and attending events/meetings as required by the coordinator of fraternity and sorority life
- Serve as primary or secondary advisor to Interfraternity Council, Panhellenic Association, Multi-Greek Council, or Order of Omega
- Provide support, development, or logistics for initiatives in conjunction with supervisors in the areas of risk management, leadership development, marketing and outreach, recognition and community building, and chapter development
- Assist advised chapters in completion of Greek Excellence Program and participate in annual chapter review process
- Conduct benchmarking research on models and best practices for supporting fraternity and sorority members and develop programming efforts geared toward engagement of this populations to increase overall student involvement on campus
- Participate in strategic planning of office initiatives and provide assistance in the implementation of assessment methods to measure achievements in meeting the defined learning outcomes at the departmental and divisional level
- Coordinate reports detailing event attendance, budget, and assessment outcomes to be given to the appropriate coordinator and the Director of OSI
- Understand and enforce University policies and procedures in relation to campus programming and student organization activities/events
- Attend Office of Student Involvement and Division of Student Affairs meetings, programs, and professional development opportunities as assigned by supervisor
- Work collaboratively with staff in the Office of Student Involvement and the Division of Student Affairs
- This list of duties, tasks, and responsibilities is not all-inclusive and other duties may be assigned

Required Qualifications:

1. Bachelor's degree
2. Candidates should have at least two years previous experience in student affairs, student activities, or leadership development.