Graduate Assistant for Fraternity & Sorority Life
Student Engagement & Enrollment Services, Student Engagement & Traditions

Number of positions: 1

Job Summary: The Graduate Assistant for Student Engagement & Traditions will assist with the supervision and development of the Fraternity & Sorority community.

Office Website: Office of Student Engagement & Traditions - Fraternity & Sorority Life

Duties & Responsibilities:

• Collaborate with the Coordinator for Fraternity & Sorority Life and the Director of Leadership & Student Involvement to maintain a Fraternity & Sorority Community that provides a positive, developmental experience for students.
• Responsible for the daily operation of the Fraternity & Sorority community, providing guidance and direction to the Interfraternity Council, Panhellenic Council, Multicultural Greek Council or the National Pan-Hellenic Council and Order of Omega.
• Oversee chapter compliance and implementation of the university’s expectation/standards program.
• Coordinate educational and personal development programming, including President Round Tables.
• Manage the Fraternity & Sorority Life Office.
• Supervise the Program Assistant for Fraternity & Sorority Life with the Coordinator if applicable
• Provide support, development, or logistics for various initiatives in conjunction with the Fraternity & Sorority Life staff.
• Projects may include: Association for Fraternal Values & Leadership Trip; Fraternity & Sorority Life Leadership Retreats; President’s Academy; Greek Week; Standards Evaluation Process; President Meetings; Special programs; Social media and marketing oversight; Assessment; Expansion/Extension; Participate in professional developmental opportunities, maintain regular office hours, and serve a contributing member of the LSI staff and perform other administrative duties as assigned.

Required Skills:

• Experience with and knowledge of the issues that affect fraternity and sorority organizations
• Strong oral and written skills
• Computer competency
• Excellent organizational skills are essential

Employment Schedule/Hours: The GA position requires 20 hours per week, including some evenings and weekend programs.

Academic Qualifications & Preferred Majors: Regular admission in a graduate degree program at ODU with good academic standing, maintenance of a full course load of student enrollment during the term of their appointment, and a 3.0 or higher GPA is required. Dropping below the required GPA or reducing one’s course load below full-time can be grounds for dismissal.

For More Information, Please Contact:
Shamiece Banks, Coordinator for Fraternity & Sorority Life, sbanks@odu.edu

Position Reports to: Shamiece Banks

Knowledge and Skills Derived from Experience:
- Develop programmatic ideas and implement programs effectively
- Engage in meaningful outcomes-based assessment and collaboratively designed learning outcomes
- Apply research to practice in an area of specializations such as Fraternity & Sorority Life within student affairs post-education
- Identify leadership strengths and areas of continued development

Compensation: $11,111.12 stipend.

Length of Assistantship: Over a 10-month period.

How to Apply: Send resume to Shamiece Banks, sbanks@odu.edu