



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

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

Office Website: <https://ww1.odu.edu/set/fsl>

Contact: set@odu.edu

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.

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: Stipend of \$15,000 for graduate students (\$7,500 per semester). Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: Over a 10-month period.

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