Graduate Apprentice for Greek Life – Programming & Recognition

Division: Student Life

Department: Student Activities

Responsible to: Senior Coordinator of Greek Life: MGC & NPHC

Job Summary:

The Graduate Apprentice for Greek Life – Programming and Recognition serves as a member of the Student Involvement team in the Department of Student Activities to support student organizations and develop student leaders. Graduate Apprentices in Greek Life will gain experience in program development, leadership development, student advisement, and risk management, in a higher education workplace environment. Responsibilities for the Graduate Apprentice of Greek Life- Programming & Recognition will primarily focus on large-scale programming, recognition through awards programs and Order of Omega, and public relation initiatives. Other responsibilities include meeting with the officers of the Councils, providing overall organizational leadership, and helping with any workshops or retreat planning. This graduate apprentice will accompany Council officers to any conferences they might attend.

Responsibilities:

- Plan the All Greek Presidents Roundtables that occur each month
- Coordinate and Plan Greek Life’s portion of Late Night
- Plan and oversee the Greek Awards Program held in the spring semester
- Assist in planning the Council breakout session held at the Student Activities Leadership Retreat (SALT)
- Assist in advising Order of Omega
- Coordinate with MGC to plan the Christmas on 5th Marketplace
- Assist Panhellenic in planning Panhellenic Previews each month in the fall
- Oversee public relations for Greek Life, including regular posts to the social media accounts, creation of the Greek Life newsletter, and the Greek Life brochure
- Assist MGC in their Kickoff and Food Fest events
- Assist supervisor in advising the officers of IFC, MGC, NPHC, and PHC
- Attend executive board meetings and general Council meetings as needed
- Assist Greek Life staff to help Councils and chapters with event planning and Connect submissions
- Assist with the planning and implementation of the Councils’ recruitment and intake processes
- Attend all Student Activities/ Greek Life staff meetings, student development meetings and staff retreats
- Accompany student leaders to the Association of Fraternal Leadership & Values Conference
- Work on other projects concerning Greek Life as determined by the Assistant Director of Greek Life and the Senior Coordinators of Greek Life
- Evening and weekend work required
- Other duties as assigned