Graduate Assistant for Greek Life - Training & Chapter Development

Division: Student Life

Department: Student Activities

Responsible to: Senior Coordinator of Greek Life: IFC

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 - Training and Chapter Development will primarily focus on emerging leader and risk management training, new member education support, and coaching Councils in program management. 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 Emerging Greek Leaders Institute held in the spring semester
- Assist NPHC in planning NPHC Week Events
- Assist IFC in executing Traditions Rally events and showcase
- Assist in the application and training process for the student workers in the Stacy Riddle Forum
- Plan the Effectively Developing Greeks risk management training for IFC
- Work on the creation of a Greek Life minimum standards document
- Meet with chapters to review new member education processes
- Assist with the planning and implementation of the Councils’ recruitment and intake
- 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
- Accompany student leaders to the Association of Fraternal Leadership & Values Conference
- Attend all Student Activities/ Greek Life staff meetings, student development meetings and staff retreats
- 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