Program Assistant – Greek Life
CLSI Team
Office of Student Development

General Description
The Program Assistant for Greek Life is a student staff member in the Office of Student Development and participates as a member of the CLSI Team. S/he is directly supervised by the Assistant Dean for Student Involvement. The Program Assistant for Greek Life is responsible for assisting with all aspects of advising the national social fraternity and sorority chapters and three governing organizations which comprise the Greek community at Marquette, including information management, promoting the Greek system and its activities, and enhancing the leadership development, scholarship, and service goals of fraternities and sororities.

As a staff member with the Center for Leadership, Service and Involvement (CLSI) of the Office of Student Development, the Program Assistant for Greek Life will also be expected to contribute to the implementation of the Office of Student Development Vision Statement, to value and empower fellow students, and to assist with various duties (copying, filing, answering phones, etc.) in CLSI and/or the Office of Student Development when needed. Members of the CLSI Team perform their work in a highly collaborative environment and should expect to work closely with student and professional staff to complete the responsibilities listed below.

Specific Responsibilities
Advising
- Assist with advising the Interfraternity Council, Panhellenic Association, and/or National Pan-Hellenic Council and their respective programs or activities.
- Take a leadership role in advising current or new Greek activities and events (e.g. Greek Leadership Retreat, Greek Awards Program, Greek Week, New Member Education)

Information Management
- Maintain up to date contact information/records on the OSD website
- Maintain contact information for each organization, including chapter leadership, alumni and faculty advisors, and key contacts at inter/national offices. Maintain contact database and produce bi-annual Greek Directory of contact information
- Assist Greek Advisor in the collection and dissemination of the Greek Report each semester, including: chapter membership and QPA data, community service and philanthropy activities, campus involvement statistics, and other key activities and events pertaining to the Greek system
- Gather and maintain appropriate recruitment records, including recruitment eligibility data, chapter bid lists, and signed preference and bid cards
- Develop and implement collection of information (e.g. surveys, focus groups, etc.) as necessary to meet the goals of the Office

Promotion of the Greek System
- Develop materials (ads, brochures, flyers, posters, booklets) to promote the Greek system and its activities
- Work to unite the IFC, PHA, and NPHC member organizations
- Develop and maintain Greek programming calendar each semester

Greek Leadership Development
- Develop and implement leadership development opportunities for active chapter members, chapter officers, new member classes, and governing bodies.
- Develop and present, upon request, leadership development or topic-specific educational sessions for chapters and/or executive boards
- Coordinate an annual Greek Leadership Retreat and Greek New Member Leadership Conference
- CLSI and Office of Student Development Responsibilities
**CLSI and Office of Student Development Responsibilities**
- Maintain regular office hours (up to 4hrs./week in CLSI).
- Schedule additional hours as appropriate to meet goals of the position and the Office.
- Attend all CLSI Team meetings, training sessions, etc.
- Provide assistance to fellow CLSI Team members or other Office of Student Development employees in developing programs and services designed to enhance individual and organizational leadership development.
- Provide quality customer service to organizations or individuals using the CLSI, Office of Student Development, or their resources.
- Meet regularly with supervisor to set goals and evaluate progress and performance.
- Complete other duties as assigned.

**Qualifications**
- Member of a recognized NPHC, IFC, or PHA organization at Marquette University.
- Prior leadership and/or programming experience.
- Good standing with the University (both academic and disciplinary).
- Ability to collaborate effectively as a member of a team.
- Ability to work independently and accept individual responsibility for projects or assignments.
- Strong oral and written communication skills.
- Ability to effectively represent the Office of Student Development to student organizations, campus departments, community agencies, and national headquarters representatives.
- Creativity, enthusiasm, willingness to learn.
- Computer skills (Macintosh, Microsoft Word, FileMaker Pro, Adobe Creative Suite or ability and desire to learn).

**Remuneration**
- Approximately 10-15 hours per week (up to 4 may be in CLSI during regular hours, Monday–Thursday, 9:00am–11:00pm Friday, 9:00pm–4:00pm, Saturday, 1:00pm–4:00pm, 1pm–9:00pm Sunday).
- $8.60 per hour.