

Marquette University
Office of Student Development
Graduate Assistant for Sorority and Fraternity Life

General Description

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Coordinator for Sorority and Fraternity Life. This individual is responsible for several on-going and short-term projects that advance the vision of the Office of Student Development. Additionally, as part of a team of student development specialists, this individual may assist in the design and implementation of peer education, leadership development, and community service programs for students and student organizations. Graduate student staff will be provided opportunities and are expected to contribute to other functional areas as determined by the Coordinator for Sorority and Fraternity Life and the priorities of the office. The Graduate Assistant is expected to undertake all responsibilities in a manner that reflects the Catholic, Jesuit mission of the University as well as the principles of student development theory.

Specific Responsibilities

Sorority and Fraternity Life

- Assist with advising, oversight, and administration of the organizations and activities in the Sorority and Fraternity Life community.
- Participate in regular meetings with the Interfraternity Council, Panhellenic Association, National Pan-Hellenic, and/or Multicultural Greek Council
- Assist with training and advisement of Sorority and Fraternity Life Program Assistants
- Assist with planning community-wide fraternity/sorority events, including Make a Difference Day and Greek Week, Leadership Retreats, and New Member Development Conference.
- Serve as an advisor and resource for recruitment activities, including Panhellenic Conference Formal Recruitment
- Assist with the development of leadership training and transition programs for officers and other student leaders in the fraternity/sorority community.
- Provide on-site staffing and support for selected programs/events
- Lead assessment and evaluation efforts for programs and administrative processes, developing evaluation strategies, collecting data, and analyzing results
- Assist with the development of promotional strategies and communication efforts for programs, events and processes in the Greek community

Qualifications

- Currently enrolled (or acceptance for enrollment) into a Marquette graduate program. Prefer students pursuing a degree in college student personnel, educational leadership, counseling, or related field
- Strong oral and written communication skills
- Commitment to, knowledge of, and/or experience with multicultural education, community service programming, leadership development, and student activities
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university.
- Preference will be given to candidates with at least two years of experience (including undergraduate experience) in student activities, Greek life, program planning, and/or event management as well as experience working with students from a variety of cultural and ethnic backgrounds.
- Availability to work nights and weekends when needed in order to ensure a quality student experience is an expectation for the position.

Remuneration

- Standard Graduate Assistantship Stipend (Current year stipend: \$16,500.00 for 10-month term).
- 6 Graduate scholarship credits per semester.

