

Program Assistant – Sorority and Fraternity Life Office of Student Development

General Description

The Program Assistant for Sorority and Fraternity Life is a student staff member in the Office of Student Development. They are directly supervised by the Coordinator for Sorority and Fraternity Life. The Program Assistant for SFL is responsible for assisting with all aspects of advising the national social fraternity and sorority chapters and four governing organizations which comprise the SFL community at Marquette, including information management, promoting the SFL system and its activities, and enhancing the leadership development, scholarship, and service goals of fraternities and sororities.

As a staff member with Office of Student Development, the Program Assistant for SFL 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. Greek Life Program Assistants will 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 (IFC), Panhellenic Association (NPC), Multicultural Greek Council (MGC), and/or National Pan-Hellenic Council (NPHC) and their respective programs or activities
- Take a leadership role in advising current or new Greek activities and events (e.g. New Member Conference, Greek Awards, Greek Week, SFL Staff Connections)

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 up to date Marquette chapter and council contact information/records
- Assist SFL advisors in the collection and dissemination of the *SFLetter* each month, including: chapter membership and GPA data, community service and philanthropy activities, campus involvement statistics, and other key activities and events pertaining to the Greek system and the Greek Standard
- Develop and implement collection of information (e.g. surveys, focus groups, etc.) as necessary to meet the assessment goals of the Office
- Attend weekly executive board and delegate meetings of governing Greek councils
- Work closely and collaboratively with the Graduate Assistant for Student Involvement and Sorority and Fraternity Life to support the Marquette SFL community
- Develop and maintain Greek programming calendar each semester

Promotion of the Greek System

- Develop materials (ads, brochures, flyers, posters, booklets) to promote the SFL system and its activities
- Work to unite the IFC, Panhellenic, MGC, and NPHC member organizations
- Promote SFL through various social media platforms
- Participate and contribute to weekly SFL Team Meetings (SFL PAs and SFL advisors)

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 New Member Leadership Conference

Qualifications

- Member of a recognized NPHC, IFC, MGC, or NPC 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 6-8 hours per week at \$8.60 per hour