



OFFICE OF FRATERNITY AND SORORITY LIFE Graduate Assistantship

URL for more information: <http://www.greeks.psu.edu>

Contact person for more information: Dr. Roy W. Baker, Director of Fraternity and Sorority Life, rwb27@sa.psu.edu

The purpose of the position is to support the Office of Fraternity and Sorority Life (OFSL), gain practical experience in fraternity and sorority life and provide administrative and advisory support to the Greek Councils. This position works directly with the Director of Fraternity and Sorority Life and/or his/her designee. This position requires a minimum of 20 hours a week, which includes some evenings and weekend hours.

Key Responsibilities

- Implement the *Greek Pride* Initiative throughout the Penn State Greek Community;
- Assist in the planning and coordination of OFSL events including: Governing Council Leadership Conferences, Greek Week, Greek Sing, and the Annual Fraternity and Sorority Awards Program;
- Participate in OFSL Staff, Planning, Greek Council meetings, and Alumni Greek Council meetings;
- Participate in the Annual Report and Excellence Application evaluation process;
- Communicate challenges and successes of the fraternity and sorority community and chapters to OFSL staff and others;
- Understand and enforce all University, OFSL and Residence Life policies;
- Serve as a role model for students, exemplifying leadership, ethics, and interpersonal relations.

Council and Chapter Interaction & Programming

- Serve as a co-advisor to one or more of Penn State's Greek Councils (IFC, Panhellenic, NPHC, MGC);
- Participate in the regular one-on-one meetings with Council officers;
- Attend Council, Chapter, Advisor, and other events or functions as an OFSL representative;
- Meet inter/national headquarters staff and volunteers pertaining to the progress of Penn State chapters;
- Serve as a liaison to and meet regularly with selected chapters across all Councils.

Residential Responsibilities

- Foster a sense of community among fraternity and/or sorority chapters residing in University Housing;
- Participate in meetings with the Housing Assignments Office staff to assist with the sorority assignment process;
- Assist in the coordination and planning of the Sorority Housing Chair training and dinner;
- Maintain regular and open communication with Housing Chairs;
- Meet with Housing, Residence Life staff and chapter presidents to discuss facilities and community concerns;
- Assist in resident assistants and coordinators working with sororities in staff training.

Learning Outcomes

- Gain significant experience in fraternity and sorority advising, judicial processes, leadership development, program and event planning and implementation, risk management, and community relations;
- Demonstrate an applied and theoretical understanding of student development theory through advising and interaction with students;
- Enhance and develop critical thinking, communication and leadership skills;
- Develop and enhance programming and event planning skills.

Qualifications

- Be enrolled full time in a master's graduate program, preferably in College Student Affairs, Higher Education or Counselor Education;
- Ability to work effectively with diverse populations of students;
- Demonstrated ability to multi-task and handle varied responsibilities;
- Effective oral and written communication skills;
- Participation, experience and membership with fraternities or sororities preferred.