



CENTER FOR FRATERNITY AND SORORITY LIFE Graduate Assistantship Position Description

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

Contact person for more information:

Dr. Roy W. Baker, Director of Greek Life and Advancement

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Purpose:

The purpose of the position is to support the Center for Fraternity and Sorority Life (CFSL), 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 Greek Life and Advancement. 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 CFSL events including: Governing Council Retreat, Greek Week, Greek Sing, and educational speakers
- Participate in CFSL Staff, Planning, and Greek Council meetings
- Assist in the planning and facilitation of Chapter Advisor Training Sessions
- Participate in the Annual Report and Excellence Application and Greek Organizational Conduct Processes
- Communicate challenges and successes of the fraternity and sorority community and chapters to CFSL staff and others
- Understand and enforce all University, CFSL and Residence Life policies
- Serve as a role model for students, exemplifying leadership, ethics, and interpersonal relations

Council/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 a CFSL representative
- Meet inter/national headquarters staff and volunteers regarding 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 coordinate 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, Organizational Conduct, Leadership Development, 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-tasks and handle varied responsibilities
- Effective oral and written communication skills
- Participation and experience with fraternities or sororities preferred