Campus Involvement Center

Anticipated Position: Graduate Assistant for Sorority & Fraternity Life – Multicultural Greek Council (MGC), & National Pan-Hellenic Council (NPHC)

Remuneration: $9,000 (plus tuition waiver) for Fall & Spring Semesters 2015-2016

Contact Person: Kristen Kardas, Assistant Director for Sorority & Fraternity Life

Position Description:

The graduate assistant will support the Assistant Director for Sorority & Fraternity Life in providing oversight to Ohio University’s social fraternities and sororities. Specific responsibilities include:

• Contribute to the advising of the Multicultural Greek Council (MGC) executive board and which serves as the governing body for 3 fraternities and sororities;
• Provide training and support to the MGC executive board members, attend executive board meetings and council meetings, oversee officer election process as well as council sponsored programs and events;
• Maintain communication with the 3 MGC member fraternities and sororities and assist with programming and intake efforts or other events as needed;
• Contribute to the advising of the National Pan-Hellenic Council (NPHC) executive board and which serves as the governing body for 5 fraternities and sororities;
• Provide training and support to the NPHC executive board members, attend executive board meetings and council meetings, oversee officer election process and date picking as well as council sponsored programs and events;
• Maintain communication with the 5 NPHC member fraternities and sororities and assist with programming and intake efforts or other events as needed;
• Assist in the planning and implementation of community-wide programming initiatives such as Homecoming Week, Greek Week, All-Council Meetings, or other events sponsored by the Sorority & Fraternity Life office and the 4 governing councils;
• Maintain regular office hours;
• Process all required Sorority & Fraternity Life office forms for MGC and NPHC member organizations promptly and efficiently;
• Attend bi-weekly Campus Involvement Center staff meetings;
• Attend weekly one-on-one supervision meetings and weekly Sorority & Fraternity Life staff meetings;
• Meet and maintain regular communication with MGC and NPHC chapter officers, chapter members, advisors, and/or inter/national fraternity staff;
• Attend AFLV Central/NBGLC with student leaders and the Sorority & Fraternity Life staff members;
• Fulfill other assigned duties;
• Requires 20 hours per week while school is in session. Some evening and weekend work required. Must be available to participate in staff orientation and training during the week prior to the opening of the fall semester. Must be available to assist in Opening Weekend activities, Commencement, and Halloween.
• Participation in Campus Involvement Center, Division, and University and professional association activities is encouraged.

**How to Apply:** Please complete the online application at [http://www.ohiouniversityjobs.com/postings/12510](http://www.ohiouniversityjobs.com/postings/12510)

To apply, you will need your resume, cover letter, and a list of at least 2 professional references addressed to Kristen Kardas, Assistant Director for Sorority & Fraternity Life (kardas@ohio.edu). You may apply for up to four offices to interview with at Ohio University.

*For general questions on the GA application process, please contact:* Jonathan Renard, Graduate Assistant for the Office of the Dean of Students at jr274509@ohio.edu or (740) 593-1800.