Anticipated Position: Graduate Assistant for Sorority & Fraternity Life – Women’s Panhellenic Association (WPA)

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 Women’s Panhellenic Association (WPA) executive board and assistant executive board which serves as the governing body for 9 sororities;
• Provide training and support to the WPA executive board members and assistant executive board members, attend weekly executive board meetings and council meetings, oversee mediation/judicial process, oversee WPA officer slating process, and attend council sponsored programs and events;
• 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;
• Assist in the planning and implementation of all aspects of the WPA formal recruitment process including by not limited to: Rho Gamma selection and training, formal recruitment event logistic planning, budgeting, recruitment chair meetings, working with the ICS computer system, and being present for formal recruitment weekend events;
• Maintain communication with the 9 WPA member sororities and assist with programming efforts or other events as needed;
• Maintain regular office hours;
• Process all required Sorority & Fraternity Life office forms for WPA 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 NPC Area Advisor, WPA chapter officers, chapter members, advisors, and/or inter/national sorority staff;
• Attend CPC Academy and 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. Candidate should have a working knowledge of the National Panhellenic Conference expectations and the Manual of information.
• 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/12516](http://www.ohiouniversityjobs.com/postings/12516)

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.