

Campus Involvement Center

Position:	Graduate Assistant for Sorority & Fraternity Life – Multicultural Greek Council (MGC) & National Pan-Hellenic Council (NPHC)
Compensation:	\$13,500 (plus tuition waiver) for Fall & Spring Semesters 2019-2020
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, which serves as the governing body for two fraternal organizations.
- Provide training and support to the MGC executive board members by attending bi-weekly council meetings, overseeing the MGC officer election process, reviewing governing documents, and attending council sponsored programs and events.
- Assist with the planning and implementation of all aspects of MGC council programs and events.
- Hold regular one-on-one meetings with MGC executive board officers and at least two one-on-one meetings per semester with MGC chapter presidents.
- Maintain communication with the two MGC member organizations and assist with programming or other events as needed.
- Contribute to the advising of the National Pan-Hellenic Council (NPHC) executive board, which serves as the governing body for six fraternities and sororities.
- Provide training and support to the NPHC executive board members by attending weekly executive board meetings and council general body meetings, overseeing officer election process and date picking, reviewing governing documents, and attending council sponsored programs and events.
- Assist with the planning and implementation of all aspects of NPHC Icebreakers, NPHC Week in February, and the annual NPHC Halloween Costume Party in October, including but not limited to reserving rooms/locations for events, coordinating with catering and Event Services, purchasing supplies, and oversight of any promotional materials.
- Hold regular one-on-one meetings with NPHC executive board officers and at least two one-on-one meetings per semester with NPHC chapter presidents.
- Maintain communication with the six NPHC member organizations and assist with programming 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, Holiday Toy Event, Four Council Executive Board Retreat, All Greek Expo, Officer Training Retreat, or other events sponsored by the Sorority & Fraternity Life office and the four governing councils.
- Ensure all MGC and NPHC member organizations submit any required Sorority & Fraternity Life office forms promptly and efficiently.
- Maintain divisional expectation of ongoing inclusion and social justice initiatives.
- Attend bi-weekly Campus Involvement Center all staff meetings.
- Attend weekly one-on-one supervision meetings and weekly Sorority & Fraternity Life staff meetings
- Attend Association of Fraternal Leadership and Values (AFLV) Central Region / National Black Greek Leadership Conference with student leaders and Sorority & Fraternity Life staff members in February while encouraging students to complete the Awards & Assessment process
- Fulfill other duties as assigned



Minimum Qualifications:

- Must be a graduate student applying/enrolled at the Ohio University Athens campus

Preferred Qualifications:

- Program of study is within the Ohio University Patton College of Education in College Student Personnel, Critical Studies in Educational Foundations, or Counselor Education
- Affiliation with a social fraternity or sorority (preferred but not required)

Work Schedule:

- Graduate Assistants are expected to work a total of 300 hours over the course of the semester. This time period will begin two weeks prior to the start of the semester (for staff orientation and training) and conclude at the end of the semester (typically prior to finals week). This averages out to approximately 20 hours per week.
- Some evening and weekend work required.
- Must be available to assist in Opening Weekend activities.
- Participation in Campus Involvement Center, Division, University, and professional association activities is encouraged.

This position has been filled for the 2019-2020 school year

How to Apply:

- To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for **up to six** graduate assistantships at Ohio University. **Questions regarding the above position** should be directed to: Ms. Kristen Kardas, Assistant Director for Sorority & Fraternity Life at kardas@ohio.edu or 740-593-4065

For general questions on the GA application process, please contact: Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students at es933317@ohio.edu or (740) 593-1800.

