

Campus Involvement Center

Position: Graduate Assistant for Sorority & Fraternity Life – Programming & Honor Societies
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 Homecoming competition planning committee in the Fall semester, made up of one elected/appointed undergraduate student from each of the four sorority and fraternity governing councils
- Provide support to the Homecoming planning committee by attending weekly planning meeting and weekly delegate informational meetings leading up to the event week
- Assist in the planning and implementation of all Homecoming competition events including but not limited to the traditional events of a keynote speaker, flag football tournament, trivia night, and participation in University events of the Pack the Pantry food drive, the Yell Like Hell Pep Rally, and the official parade.
- Assist with the development and distribution of the information packet and scoring criteria/points system for the Homecoming competition and all deadlines for required documents and information leading up to the week of events
- Assist the planning committee in the formation of teams and theme selection, selecting judges and referees for events, reserving rooms/locations for events, and maintaining communication with individual Homecoming fraternity and sorority delegates
- Oversee the design, ordering, and distribution of the official Homecoming staff T-Shirts and trophies
- Contribute to the advising of the Greek Week planning committee in the Spring semester, made up of one elected/appointed undergraduate student from each of the four sorority and fraternity governing councils
- Provide support to the Greek Week planning committee by attending weekly planning meetings and, following Spring break, weekly delegate informational meetings
- Assist in the planning and implementation of all Greek week events including but not limited to the traditional events of a logo design competition, banner competition, keynote speaker, Airbands rehearsal and competition, penny wars, canned food drive, and an athletic event
- Assist with the development and distribution of the information packet and scoring criteria/points system for Greek Week and all deadlines for required documents, information, and/or rehearsals leading up to the week of events
- Assist the planning committee in the formation of Greek Week teams, team colors, logo, and theme selection; in determining judges and referees for events; in reserving rooms/locations for events; and maintaining communication with individual Greek Week fraternity and sorority delegates
- Oversee the design, ordering, and distribution of the official Greek Week staff T-Shirts and trophies



OHIO UNIVERSITY

Division of Student Affairs

- Coordinate the Sorority & Fraternity Life Holiday Toy Event in November to benefit the Athens Country Children Services Santa Tree Project included space reservation, catering order, purchase of supplies, and assignment of sponsored children to organizations
- Assist with the coordination of the Four Council Executive Board Retreat, the All Greek Expo, and the Officer Training Retreat in January
- Assess the effectiveness of the planning, implementation, and learning outcomes of all large-scale programs and events
- Contribute to the advising of the Gamma Sigma Alpha and Rho Lambda honor societies by attending one-on-one meetings with the organization presidents, attending general body meetings, overseeing the membership recruitment and selection process, and assisting with the planning and implementation of programs coordinated by the organizations
- 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
- Maintain divisional expectation of ongoing inclusion and social justice initiatives
- Attend biweekly Campus Involvement Center all-staff meetings
- Attend weekly one-on-one supervision meetings and weekly Sorority & Fraternity Life staff meetings
- 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.

How to Apply:

To apply, complete the online application: <http://www.ohiouniversityjobs.com/postings/29130>

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.