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

Compensation: $11,000.00 (plus tuition waiver) for Fall & Spring Semesters 2017-2018

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 which serves as the governing body for 10 sororities

- Provide training and support to the WPA executive board members by attending weekly executive board meetings and council general body meetings; overseeing mediation/judicial process, oversee WPA officer slating process; reviewing governing documents; and attending council sponsored programs and events such as Love Yourself Week and Sisterhood of the Traveling Dresses

- Hold regular one-on-one meetings with WPA executive board officers and at least two one-on-one meetings per semester with WPA chapter presidents

- Maintain communication with the 10 WPA member sororities and assist with programming efforts or other events as needed

- Assist in the planning and implementation of all aspects of the WPA Fall semester formal recruitment process including by not limited to: Recruitment Guide (Rho Gamma) selection and training; formal recruitment event logistic planning; budgeting; recruitment chair meetings; working with the Campus Director computer system; and being present for formal recruitment weekend events

- Assist in the planning and implementation of community-wide programming initiatives such as Homecoming Week, Greek Week, All-Council Meetings, Officer Training Retreat, or other events sponsored by the Sorority & Fraternity Life office and the 4 governing councils

- Process all required Sorority & Fraternity Life office forms through OrgSync for WPA member organizations promptly and efficiently

- Maintain regular office hours

- Attend bi-weekly Campus Involvement Center 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 the Sorority & Fraternity Life staff members in February

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)

Working knowledge of the National Panhellenic Conference (NPC) Manual of Information

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:

Please complete the online application at: [http://www.ohiouniversityjobs.com/postings/21276](http://www.ohiouniversityjobs.com/postings/21276)

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 four graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Emily Mason, Graduate Assistant for the Office of the Dean of Students at em585714@ohio.edu or (740) 593-1800.

Questions regarding the above position should be directed to: Ms. Kristen Kardas, Assistant Director for Sorority & Fraternity Life