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

Compensation: $13,500.00 (plus tuition waiver) for Fall & Spring Semesters 2018-2019

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 3 fraternal organizations
- Provide training and support to the MGC executive board members by attending bi-weekly council meetings, overseeing MGC officer election process, reviewing governing documents, and attending council sponsored programs and events;
- Hold regular one-on-one meetings with MGC executive board officers and at least 2 one-on-one meetings per semester with MGC chapter presidents;
- Maintain communication with the 3 MGC member fraternities and sororities 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 7 fraternities and sororities;
- Provide training and support to the NPHC executive board members by attending 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 Week in February and the annual NPHC Halloween Costume Party in October, including but not limited to reserving room/locations for events, coordinating and catering, purchasing supplies, and approving the order of any promotional materials
- Hold regular one-on-one meetings with the NPHC executive board officers and at least 2 one-on-one meetings per semester with NPHC chapter presidents;
- Maintain communication with the 7 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, 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 4 governing councils
Maintain divisional expectation of ongoing inclusion and social justice initiatives
Ensure all MGC and NPHC member organizations submit any required Sorority & Fraternity Life office forms through OrgSync 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
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 while encouraging students to complete the Awards & Assessment process

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 MGC and NPHC member organizations

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/24768
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: Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students at es933317@ohio.edu or (740) 593-1800.
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