Campus Involvement Center

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

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 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, guiding the WPA officer slating process; reviewing governing documents
- Assist with the planning and implementation of council sponsored programs and events such as Love Yourself Week, Sisterhood of the Traveling Dresses, Sip N Study, Rho Gamma Group Reunion, and officer roundtable
- 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 but not limited to: Recruitment Guide (Rho Gamma) selection and training; formal recruitment event logistic planning; budgeting; space reservations; recruitment chair meetings; working with the Campus Director computer system; and being present for formal recruitment weekend events
- Assist in the coordination and/or promotion of any Continuous Open Bidding (COB) recruitment events during the fall and spring semesters for member organizations (if applicable)
- 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
- Ensure all WPA member organizations submit any required Sorority & Fraternity Life office forms through OrgSync promptly and efficiently
- Process all required Sorority & Fraternity Life office forms through OrgSync for WPA member organizations promptly and efficiently
Maintain divisional expectation of ongoing inclusion and social justice initiatives

Attend bi-weekly Campus Involvement Center all-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

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, Unanimous Agreements, and Release Figures Method

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:
- Not an anticipated opening for 2018-19
- 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