

GRADUATE ASSISTANTSHIP FOR FRATERNITY AND SORORITY LIFE



RESPONSIBILITIES:

- Serve as the primary advisor for one of three councils: College Panhellenic Council, Interfraternity Council, or Unified Greek Council.
- Serve as an advisor for Order of Omega.
- Coordinate the registered student organization process for all councils.
- Responsible for community wide trainings encompassing risk management, social event policy, anti-hazing, & alcohol awareness.
- Co-coordinate fall and spring semester programming efforts, such as Greek Week and Greek 101.
- Coordinate council officer transition and chapter officer training.
- Coordinate the registered student organization process for all councils.
- Oversee the execution of the Fraternity and Sorority Life Chapter Standards Program.
- Work on special projects, such as recognition, scholarship promotion, publications, outreach, and marketing.
- Assist with the planning and implementation of IFC and Panhellenic recruitments.
- Serve as an educational resources to students and parents interested in Greek Life.
- Oversee New Member Education Certification Program.

RENUMERATION & QUALIFICATIONS:

The minimal requirements for a candidate seeking this assistantship opportunity is a bachelor's degree from an accredited college or university, admittance to the Arkansas Tech University graduate school as a master's degree seeking graduate student, a completed background check, and availability to begin working July 5, 2022.

This position pays a stipend of \$1,060 monthly. In addition, 18 hours of graduate credit tuition is covered per year.

HOW TO APPLY:

Please submit a cover letter, resume, and three professional references to **Chelsea Neal at clairamore1@atu.edu**.

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DEPARTMENT OF CAMPUS LIFE