

GRADUATE ASSISTANTSHIP FOR FRATERNITY AND SORORITY LIFE LIVE-IN



RESPONSIBILITIES:

- Interdepartmental role between the Office of Fraternity and Sorority Life and Residence Life
- Serve as the Residence Hall Director for the College Panhellenic Residence Hall:
 - 85 bed residence hall
 - 4 chapter wings
 - 2 common use spaces
 - Supervise 4 chapter Resident AssistantsAdministrative tasks include managing occupancy, maintenance, and staff duties
- 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.
- Responsible for community wide trainings encompassing risk management, social event policy, anti-hazing, and 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 weekly staff meetings and individual 1-on-1's with student staff and council leadership.
- 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 resource to students and parents interested in Greek Life.

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 6, 2020.

This position pays a stipend of \$1,060 per month. In addition, 18 hours of graduate credit tuition per year is covered. A one-bedroom apartment with full kitchen, \$500 per semester meal plan, \$1,000 per year professional development funds are included.

HOW TO APPLY:

Please submit a cover letter, resume, and three professional references to **Thomas Strahan** at gstrahan@atu.edu.

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DEPARTMENT OF CAMPUS LIFE