

Graduate Professional Assistant Fraternity and Sorority Life (FSL) Student Involvement

University Life creates purposeful learning environments, experiences, and opportunities that energize all students to broaden their capacity for academic success and personal growth. Through our innovative programs, partnerships, and services, students discover their unique talents, passions, and place in the world.

Mission Statement

Student Involvement enhances the Mason community by creating dynamic involvement opportunities and fostering student success through co-curricular experiences.

Function:

The Graduate Professional Assistant for Fraternity and Sorority Life is a 20-hour per week graduate assistantship in Student Involvement which is housed in the Division of University Life at George Mason University. As a member of the Student Involvement team, the Graduate Professional Assistant for Fraternity and Sorority Life reports directly to the Assistant Director of Student Involvement for Fraternity and Sorority Life.

Required Skills/Qualifications:

- Must be enrolled in one of George Mason University's Graduate Programs for the Fall 2017 – Spring 2018 academic year (with preference giving to students in the MAIS Higher Education Program);
- Prior experience with leadership development, program planning, student organizations, and/or assessment and benchmarking techniques;
- Must be reliable, flexible, and dedicated;
- Excellent written, verbal, and interpersonal skills;
- Ability to work in a high-paced, dynamic office atmosphere;
- Must exhibit professionalism and a strong work ethic.
- Must be able to join our team on August 14, 2017;
- Availability to work nights and weekends.

Position Responsibilities

- Co-Advise one of the four Fraternity & Sorority Life Councils (Interfraternity Council (IFC), College Panhellenic Council (CPH), National Pan-Hellenic Council (NPHC), Multicultural Greek Council (MGC), meet with council Executive board members on a regular basis and attend the weekly council meetings;
- Serve as advisor for the Order of Omega National Honor Society and Executive Board;
- Advise provide direction to Order of Omega for developing and implementing the junior/senior capstone program;
- Provide in-depth advisement to one fraternity or sorority chapter as designated by the Assistant and Associate Director;
- Advise the Greek Week Steering Committee;
- Supervise the FSL Student Program Assistant(s) in the areas of Marketing and Programming;

- Work with Student Program Assistant to develop and execute monthly community building programs and/or monthly service projects;
- Provide support for Fraternity & Sorority Life programs (e.g., Glance into Greek, FSL Leadership Retreat, New Greek Education, NPHC Step Show, Greek Week, Standards of Excellence, Panhellenic Formal Recruitment, etc.);
- Be an active member on committees within the Student Involvement office and University Life as needed;
- Provide support to other areas of Student Involvement (i.e. Programming, Student Organizations, & Fraternity and Sorority Life) when needed;
- Perform other duties as assigned by the Assistant Director for Fraternity and Sorority Life and/or the Associate Director of Student Involvement.

Time Commitments:

The Graduate Professional Assistant position is designed for a 20-hour per week work commitment. At times, the work may require extended hours and/or night and weekend work hours.

Compensation:

- The Graduate Assistant position will consist of a \$12,000 stipend and up to \$8,000 towards tuition for the 2017-2018 academic year;
- The stipend will be distributed evenly on the 1st and 16th of the month for the remainder of the employment contract period;
- The position is a 10-month contract with the possibility of renewal for a second academic year.

To apply:

For full consideration applicants must apply for this position by **August 4th, 2017**; submit electronically a cover letter, resume, and a list of three professional references to:

Phil McDaniel
Associate Director
Student Involvement
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