

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

We help students get connected to Mason Nation through campus-wide events, student organizations, trainings, student advocacy and personal interactions to bring ideas to fruition, create a sense of belonging and prepare students for success in their future.

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. Through advisement and event support, the Graduate Professional Assistant for Fraternity and Sorority Life promotes the development of community at George Mason University and enhances students' affinity for the institution.

Required Skills/Qualifications:

- Must be enrolled in one of George Mason University's Graduate Programs for the Fall 2020 – Spring 2021 academic year (with preference giving to students in the MA Higher Education Program);
- Prior experience with leadership development, program planning, student organizations, and/or assessment and benchmarking techniques;
- Must be reliable, responsible, self-motivated, confident, sincere, flexible, dedicated, and considerate;
- 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 3, 2020;
- 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 multiple fraternity/sorority chapters as designated by the Assistant and Associate Director;

- Advise the Greek Week Steering Committee;
- Develop and execute monthly community-wide service projects (Service Fellows);
- Assist in facilitating required FSL workshops/presentations (Social Event Management, Hazing Prevention, etc.)
- Supervise the FSL Student Program Assistant(s) in the areas of Marketing and Programming;
- Work with Student Program Assistant to develop and execute community-wide and officer specific newsletters
- Provide support for Fraternity & Sorority Life programs (e.g., Glance into Greek, FSL Leadership Retreats, New Member 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 Professional Assistant position will consist of the following compensation package;
 - GPA stipend, \$16,000.00, will be paid on the 1st and 16th of the month for the duration of employment contract period;
 - Tuition grant up to 6 graduate credits at the in-state rate, not to exceed \$4,800.00 per semester;
- The position is a 9-month contract, August 3, 2020 – May 7, 2021, with the possibility of renewal for a second academic year.
- All information, including rules and regulations, regarding all graduate assistantship can be located on the Provost office Graduate Education website: <https://provost.gmu.edu/academics-and-research/graduate-education/graduate-student-appointments-fellowships>

To apply:

For full consideration applicants must apply for this position by **April 10th, 2020**; submit electronically a cover letter, resume, and a list of three professional references to:

Phil McDaniel
 Associate Director
 Student Involvement
 4400 University Drive MSN 2D6, Fairfax, VA 22030
 pmcdanie@gmu.edu
 si.gmu.edu

NOTE: If a candidate wishes to be considered for multiple positions within Student Involvement, they may simply indicate which positions on their letter of interest instead of submitting multiple sets of application materials.