

Graduate Assistant

(2 positions available for 2015-2017)

Job Summary: The Graduate Assistant assists in the development and implementation of services and programs that support the day to day coordination of the fraternity and sorority community. This position includes advisement, community development, program planning, student leadership development and other duties congruent with fulfilling the mission and vision of the Office of Fraternity and Sorority Life (OFSL) at the University of Connecticut.

Duties and Responsibilities: The Office of Fraternity and Sorority Life is committed to preparing Graduate Assistants for a career in Student Affairs and has aligned the duties of this position with the Core Competencies for the fraternity/sorority advising profession as developed by the Association of Fraternity/Sorority Advisors (AFA):

1. **Advisement:**
 - Co-advise assigned council (i.e. Interfraternity Council, Intercultural Greek Council, National Pan-Hellenic Council, Panhellenic Council), auxiliary group(s) (i.e. Order of Omega, Greek Community Affairs Board, HuskyTHON) and attend meetings and events, as appropriate
 - Advise organizations on issues such as academic achievement, chapter operations, officer transition, community relations, programming, and policy compliance to support their efforts in meeting annual goals and standards
2. **Values Alignment:**
 - Communicate regularly with student leaders and encourage responsible decision making
 - Provide advising support for councils and groups that promote self-governance and community development
 - Develop programs and initiatives that enhance understanding and appreciation of diversity and equity
3. **Education:**
 - Facilitate educational programs on leadership, scholarship, risk management, and member development
 - Implement practical application of student development and organizational theories to support, educate, and engage members of fraternities and sororities
4. **Collaboration:**
 - Communicate with inter/national headquarters staff and alumni/ae advisors, as needed
 - Serve on university committees and establish relationships with university departments and external partners
5. **Administration:**
 - Provide supervisory support for OFSL Student Interns
 - Contribute to department programs such as Greek Leadership Retreat, Emerging Leaders Conference, Fraternity and Sorority Life Awards, National Hazing Prevention Week, etc.
6. **Research:**
 - Compile reports and assist with assessment and evaluation of department programs
 - Demonstrate an interest in the fraternal movement by conducting research, analyzing national trends, and maintaining an awareness of how current issues impact the undergraduate experience
7. **Innovation:**
 - Assist with the development of new programs and resources that incorporate the use of technology and provide opportunities for all members of fraternities and sororities
8. **Leadership:**
 - Demonstrate involvement in and support of the Association of Fraternity/Sorority Advisors (AFA) and the Northeast Greek Leadership Association (NGLA)

Additionally, the Graduate Assistant will need to attend OFSL staff meetings, meet regularly with supervisor, participate in and support department programs, and complete other duties as assigned.

MINIMUM QUALIFICATIONS:

- a. Acceptance into UConn's [Higher Education and Student Affairs](#) Master's program
- b. Ability to work well independently and as part of a team
- c. Effective written/verbal communication skills and ability to use Microsoft Office
- d. Effective organizational and planning skills
- e. Availability to work many nights and weekends

PREFERRED QUALIFICATIONS:

- a. Experience with program/event planning, advising students, presenting, facilitating and/or teaching
- b. Interest in advising fraternities and sororities in a future student affairs position
- c. Demonstrated leadership as a member of a social Greek-lettered organization

At the University of Connecticut, our commitment to excellence is complemented by our commitment to building a culturally diverse community. We encourage applications from underrepresented groups, including minorities, women and people with disabilities.