

Position: Graduate Assistant for Fraternity and Sorority Life

Office: Office of Student & Family Engagement, Division of Enrollment Management and Student Affairs

Term: August 9, 2021 – April 29, 2022

1-year term with possible renewal for a second year, if mutually agreed upon by both parties. Possible renewal will be discussed after the 2022 spring break period.

Position Description: The Graduate Assistant for Fraternity and Sorority Life is a team member in the Office of the Student & Family Engagement and reports to the Coordinator for Fraternity and Sorority Life. This position will provide hands-on experience with research development, program planning, advising, supervising, student leadership training, and assessment and evaluation. This position works 20 hours per week and is classified as a Graduate Research Assistant.

Position Responsibilities:

- Coordinate Registered Student Organization (RSO) Information Sessions with the Graduate Assistant for Student Engagement including researching best practices, developing learning outcomes, event planning and logistics, leading sessions and conducting assessment.
- Assist with the marketing of programs/event sponsored by the office that are targeted towards the Fraternity and Sorority Life community
- Plan and implement Late Night Breakfast for Fall 2021 and Spring 2022 including event planning and logistics, marketing, and program assessment and evaluation
- Serve as the staff advisor to the Fraternity and Sorority Special Interest Groups
- Assist with assessment efforts related to fraternity and sorority life (i.e. grade reports, community service/philanthropy reporting, activities/trends around pillars of Greek Life, satisfaction surveys, etc.)
- Benchmarking peer and aspirational institutions for general FSL community-wide improvement (grade reporting, conduct reporting, Accreditation Processes, programming, alumni engagement, risk management, etc.)
- Benchmark and assist with the development of risk-management policies and procedures for the Fraternity & Sorority Community
- Coordinate and facilitate the monthly Fraternity and Sorority Life Town Hall meetings
- Assist with the planning, implementation, and assessment of other Student Engagement events and programs, as needed
- Assist with programs and initiatives sponsored by other units within the Office of the Dean of Students as needed
- Attend one-on-one meetings with supervisor, biweekly office staff meetings, and additional divisional or unit specific meetings
- Other duties as assigned based on interests of the graduate assistant and/or needs of the office

Position Requirements

- Must be enrolled in a graduate degree program at University of Tennessee Chattanooga during the duration of the term and remain in good standing with your program and the University
- 20 hours per week in the office
- Ability to work nights and weekends as needed
- A commitment to professional development and continuous growth
- An agreement of confidentiality
- Strong time management, organization, critical thinking, cultural competency, collaborative spirit, and enthusiasm

Preferred Qualifications

- Strong involvement in student organizations and activities while an undergraduate student in the areas of student activities, leadership programs, fraternity and sorority life, housing and residence life, or similar office

Professional Development

- Training opportunities throughout the above mentioned term
- On-going training and supervision from the Office of Student & Family Engagement staff

Compensation

Assistantship includes a full tuition waiver and monthly stipend. This position is classified as a Graduate Research Assistant.

Position Supervisor

Elena-Grace Anderson, Coordinator for Fraternity and Sorority Life

To Apply

Please submit an online application including a resume, cover letter (addressed to Elena-Grace Anderson, Coordinator for Fraternity and Sorority Life), and list of 3 references who can speak on your professional and leadership abilities. **The review of applications will now begin on May 20, 2021** and continue until the position is filled. Applications received before this date will receive priority consideration. You may be contacted for an interview if we are interested in your application.

Link to online application: <https://mocsyncorgs.utc.edu/submitter/form/start/484964>.

Questions about this position and the application process should be directed to Elena-Grace Anderson, Coordinator for Fraternity and Sorority Life via email at elena-anderson@utc.edu or phone at 423-425-2321.