



## Fraternity/Sorority Life Graduate Assistantship Office of Student Life

**Position Purpose:** To provide administrative and advisory support in the supervision of the Fraternity/Sorority Community.

**Supervisor:** Coordinator of Fraternity/Sorority Life, Santiago Gayton

**Remuneration:** A stipend of \$9,000 for a 10 month appointment. A tuition waiver covers up to 24 credit hours per year.

**Responsibilities:** Typical areas of responsibilities may include, but are not limited to, the following:

1. Coordinate programs, attend meetings and advise student leaders for at least two governing councils, (Interfraternity Council (IFC), Panhellenic Council (PA), Multicultural Greek Council (MGC), and National Pan-Hellenic Council (NPHC)).
2. Investigate and assist in the adjudication of Student Conduct Code violations involving fraternities, sororities, and/or individual collegiate fraternity/sorority members.
3. Create and deliver presentations, retreats, strategic planning meetings, and other leadership development activities.
4. Liaison to chapter alumni, including chapter advisory boards, house corporation boards, and relevant Greek alumni collectives
5. Partner with other University departments in developing and implementing major programs (e.g., Homecoming, Helping Hands Move In, Orientation, Family Weekend, and others) by coordinating events, programs, and volunteers
6. Serve as advocate and liaison for the fraternity and sorority community to various constituents, including on-campus and off-campus agencies and departments.
7. Coordinate and implement events, workshops, and retreats to aide in student retention and success.
8. Participate in weekly staff meetings, head up special projects and represent Fraternity and Sorority Life on select committees.
9. Other duties and/or special projects as assigned
10. A willingness to work irregular hours, including evenings and weekends

**Requirements:** Full time in the Master of Education, College Student Affairs and Leadership Program through the College of Education. Previous experience in Fraternity and Sorority Life, Housing and Residence Education, or advising student organizations preferred.

**Team:** The Fraternity/Sorority Graduate Assistant is a part of the Office of Student Life and Fraternity/Sorority Life Team. This team is comprised of: Coordinator of Fraternity/Sorority Life, Fraternity/Sorority Life Graduate Assistant (2), Fraternity/Sorority Life Student Staff Assistants.

**Contact:** For additional information please email Santiago Gayton at [gaytonsa@gvsu.edu](mailto:gaytonsa@gvsu.edu)

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