



Fraternity and Sorority Life Staff Assistant

Position Purpose: To provide administrative support to the Assistant Director for Fraternity and Sorority Life, 32+ chapters, four governing councils and the initiatives of the Fraternity and Sorority Life Community.

Supervisor: Assistant Director for Fraternity and Sorority Life

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

1. Maintain and update a variety of reports and forms including, but not limited to: Recruitment Eligibility Forms, Chapter Rosters, Membership Intake Forms, Statistical Reports, Calendars, Contact Lists, Stuey Rosters, and Leadership Opportunity Applications
2. Facilitate/present/plan/attend major Fraternity and Sorority Life events, including conferences, retreats, orientation programs, awards banquets, etc.
3. Ensure the upkeep and maintenance of the Fraternity and Sorority Life website, Social Media, Fraternity and Sorority filing cabinet, and storage
4. Assist Graduate Asst. and Asst. Director with bid acceptance and intake processes
5. Assist Fraternity and Sorority Life Team with responsibilities or projects when needed including serving as event support staff and a liaison to expansion
6. Assist in the organization and process of Formal Sorority Recruitment
7. Maintain the New Member Academic Plan for new members that have not meet the GPA requirement
8. Coordinate and promote Greeks Against Sexual Assault events and promotion to fraternity/sorority life community
9. Coordinate and assist with the Graduate Assistants the Association of Fraternal Leadership and Values conference
10. Organize and distribute the Greek Weekly to all chapter presidents, chapter and faculty advisors, and interested staff
11. Maintain an up-to-date All Greek Calendar and place events on the Student Life Programing Calendar
12. Other duties as assigned

Requirements: Must be enrolled in at least six credits per GVSU student employment policy with plans to remain at GVSU for at least two full academic years. Previous experience in Fraternity and Sorority Life preferred, along with a willingness to learn about the different councils and chapters on campus. Strong communication skills (oral, written, and multi-media), event coordination experience, and attention to detail are needed. Candidates must be willing to work 15-20 hours each week, and occasionally up to 25 hours in high volume times. Must also be available during part of Winter break and the months of May and August in order to process statistical and academic reports. Candidates affiliated with an on-campus Greek organization should realize that some job responsibilities may conflict with the interest of their specific chapter. Nights and weekend hours are common.

Current Laker Job Posting Before Update

1. Maintain and update a variety of reports and forms including, but not limited to: Grade Release Forms and Non-Hazing Compliance Forms, Rosters, Membership Intake Forms, Statistical Reports
2. Administrative support for the Coordinator of Fraternity and Sorority Life
3. Ensure the upkeep and maintenance of the Fraternity and Sorority Life website and all social media
4. Serve on a variety of committee's and work groups
5. Assist Programming/Fraternity and Sorority Life Team with responsibilities or projects and events when needed
6. Other duties as assigned