Graduate Assistant 2021-2022

Job Summary: The Graduate Assistant (GA) supports services and programs that are important functions of the Center for Fraternity and Sorority Development and the Department of Student Activities. Specifically, the Graduate Assistant will be responsible for supporting the department’s fraternity and sorority - Enhanced Expectations of Excellence initiative, and the Off Campus Activity Advising process for registered student organizations (RSOs). This position reports to the Risk Education & Prevention Specialist. This is a one-year hourly position and is renewable annually pending a satisfactory performance after the first year. This position is not a graduate assistantship as defined by the Graduate School and does not cover tuition or other student fees.

Position Overview:
- Oversee the tracking of the Enhanced Expectations of Excellence (EoE) initiative to support fraternity and sorority student and chapter development
  - Manage the EoE Database to keep all individual and organizations’ records and reports up to date
  - Communicate regularly with organizations and office in regards to status, grades, and privileges
  - Compile necessary data and reports for end of the semester final grades
  - Meet with fraternity and sorority student leaders in regards to their pending/completed tasks and deadlines.
  - Monitor fraternity and sorority chapter outcomes related to university expectations and standards
- Assist in compiling data to create the community’s Annual Report Card
- Supervise undergraduate student staff members
- Coordinate and lead department annual Arete Awards
- Promote, recruit, and select appropriate students to be inducted into the social fraternity and sorority honor societies; Order of Omega and Gamma Sigma Alpha
  - Plan induction ceremony annually
- Work to understand the process of risk management and off campus event procedures as it relates to RSOs.
- Meet with student leaders through the Off-Campus Activity Advising Process about their off campus events and advise them on understanding and implementing university and/or their inter/national risk management policies and procedures.
- Work with Student Activities to identify areas of concern as it relates to RSOs.

Additionally, the Graduate Assistant will need to attend staff meetings, meet regularly with supervisors, participate in and support department programs, and complete other duties as assigned. The Graduate Assistant is typically not expected to work during university breaks but may need to be available at least one week prior to the start of the Fall and Spring semesters. The anticipated start date for this position is July 6, 2021.

MINIMUM QUALIFICATIONS:
- Enrolled as a UConn graduate student (master or doctoral program)
- Ability to work well independently and as part of a team
- Effective written/verbal communication skills and ability to competently use Microsoft Office (especially Excel) and Google Drive
- Highly effective organizational and time management skills
- Strong communication and adaptability skills
- Availability to work nights and weekends

PREFERRED QUALIFICATIONS:
- Experience with advising students, presenting, facilitating and/or teaching,
- Experience providing customer service support
- Experience working with Microsoft Access and demonstrated moderate-high competency with Excel
- Interest in data collection and/or assessment
- 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.