Graduate Assistant

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 Center for Fraternity and Sorority Development (CFSD) at the University of Connecticut. This assistantship is a full-time assistantship, 20 hours per week, on a 9- month appointment. This is a two-year assistantship pending a satisfactory performance after the first year.

Duties and Responsibilities: The Center for Fraternity and Sorority Development 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. Governance:
   a. Co-advising assigned community-wide organization(s) (i.e. Interfraternity Council, Intercultural Greek Council, National Pan-Hellenic Council, Panhellenic Council) and attend meetings and events, as appropriate
   b. 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. Fraternity/Sorority Systems & Navigating Complexity:
   a. Communicate regularly with student leaders and encourage responsible decision making
   b. Provide advising support for councils and groups that promote self-governance and community development

3. Student Learning:
   a. Teach student leaders and facilitate educational programs on leadership, risk management, and member development
   b. Implement practical application of student development and organizational theories to support, educate, and engage members of fraternities and sororities

4. Collaborating with Stakeholders:
   a. Communicate with inter/national headquarters staff and alumni/advisors, as needed
   b. Serve on university committees and establish relationships with university departments and external partners

5. Program Administration:
   a. Provide supervisory support for CFSD Student Staff
   b. Contribute to department programs such as Arete Leadership Academy, Fraternity and Sorority Life Arete Awards, Hazing Prevention Week, etc.
   c. Support the development and delivery of curricular learning model for the fraternity and sorority community

6. Driving Results, Vision and Purpose; and Operating Strategically:
   a. 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
   b. Compile reports and assist with assessment and evaluation of department programs

7. Working across Differences:
   a. Assist with the development of new programs and resources that provide opportunities for all members of fraternities and sororities
   b. Develop programs and initiatives that enhance understanding and appreciation of diversity and equity

Additionally, the Graduate Assistant will need to attend CFSD staff meetings, meet regularly with supervisor, 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 will need to be available prior at least three weeks prior to the start of the Fall semester and one week prior to the start of the Spring semester. The anticipated start date for this position is July 6.

MINIMUM QUALIFICATIONS:
   a. Acceptance into the UConn Graduate School
   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
   f. Demonstrated leadership as a member of a social fraternal organization (i.e., fraternity, sorority)

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 higher education/student affairs position

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.

HR: TA/RA
Graduate Assistant
(1 positions available)

TO APPLY:
Submit cover letter, cv/resume, and contact information for three references to greeklife@uconn.edu. Review of applications will begin June 1. Position will remain open until filled.

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HR: TA/RA