Graduate Assistant – Greek Life

The Graduate Assistant - Greek Life is a full-time student that serves as a staff member reporting to the Office of Greek Life. They assist in providing support to the university’s national Greek letter fraternities and sororities. The Graduate Assistant - Greek Life has secondary responsibilities with the Office of Residence Life, to assist with the student development programming within the Greek Area. With the goal to enhance student development, the Graduate Assistant assumes the following Greek Life functions:

I. Student Development

A. Advising/Leadership Development

1. Attend meetings and serve as the advisor to the three Greek councils and the Greek Honor Society (IFC, Panhellenic, NPHC, & Order of Omega).
2. Assist in the planning and implementation of training programs and leadership retreats related to the governing bodies.
3. Meet with executive members, as needed, to discuss issues or areas of concern.
4. Promote new student involvement in Greek organizations at fairs, displays, and appointments with students.
5. Assist in the planning of the new member orientation and fall officer training.
6. Meet with chapter presidents at least twice per semester to assist in their leadership development, address any chapter concerns, assist with chapter development, succession planning, and membership recruitment.
7. Ability to serve as a role model for undergraduate students and alumni volunteers.

B. Programming

1. Serve as a resource to students with regard to needs assessment, planning and implementing programs.
2. Assist students with proper written evaluation of programs and provide feedback to students regarding their programming efforts.
3. Assist the Director of Greek Life with the coordination of fraternity and sorority recruitment weeks, Greek Week, and other Greek-wide sponsored events.
4. Coordinate educational programs for the Greek community members on risk management and membership accountability. Topics including but not limited to: hazing, alcohol/substance abuse, sexual assault/responsibility, relationship violence, racism, diversity, heterosexism, interfraternalism, and scholarship.
C. Counseling

1. Become familiar with students – their individual and group needs, concerns, etc. – through regular contact and outreach programs.
2. Assist individuals and groups of students with personal problems and concerns.
3. Act as a referral agent when appropriate with regard to student problems.

D. Conduct

1. Maintain a thorough working knowledge of the discipline system as described in the conduct manual.
2. Investigate all reports of violations, damages, thefts, etc. Follow up with students to determine accuracy.

II. Administrative and Operational Functions

A. Administration

1. Establish and maintain effective student, staff, and community relationships/partnerships.
2. Develop relationships (academic & administrative) with other departments that will ultimately enhance service, student programs, and co-curricular education of the Greek community.
3. Assist with the development of policies and procedures and communication within the Greek community.

B. Assessment

1. Develop and implement assessment outcomes for Greek-related events and programs.
2. Assist with recordkeeping of chapter rosters, program attendance, etc.

C. General Responsibilities

1. Serve as an active member of the Greek Life office, attend meetings, and contribute to departmental goals and objectives.
2. Assist with the coordination of the fraternity/sorority activities calendar.
3. Be available to students and staff on a daily basis.
4. Establish and maintain regularly scheduled office hours each week.
5. Participate in/attend all major Greek Life and University functions.
6. Assume other duties as directed.
III. Knowledge and Skills

A. Strong organization, communication (written and oral), and leadership skills.
B. Understanding of social Greek organizations and self-governance models.
C. Demonstrated knowledge of effective and ethical IFC, Panhellenic, & NPHC practices.
D. Demonstrated presentation skills.
E. Ability to work independently and meet multiple task deadlines.
F. Knowledge of student leadership development and training.
G. Understanding of and commitment to a multicultural/diverse campus community.
H. Awareness of and commitment to the mission of Greek Life at Southeast Missouri State University.
I. Background in program planning, implementation and evaluation.

IV. Requirements & Compensation

A. Qualifications

1. Admission to Southeast's graduate school and enrolled in a graduate course of study
2. Membership in a Greek organization is strongly preferred.

B. Tuition & Stipend

1. Tuition for 24 credits (9-fall, 9-spring, 6-summer)
2. Bi-weekly stipend

C. Housing

1. Apartment in the residence hall (when available)

All prospective Graduate Assistants need to write a cover letter addressing the required qualifications and submit a resume with at least two references. Please submit all requirements to the Office of Greek Life, in University Center Room 413, email to dsmith@semo.edu or mail to: DeAnte Smith, Southeast Missouri State University, One University Plaza MS 1200, Cape Girardeau, MO 63701.

Any additional questions please contact DeAnte' Smith, Director for Greek Life, at 573-651-7301.