

Office of Greek Life
Graduate Assistant – Greek Life

The Graduate Assistant - Greek Life is a full-time graduate 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.

1. Advising/Leadership development including participation in the three Greek councils (IFC, Panhellenic, & NPHC) and other training programs and leadership retreats related to the governing bodies.
2. Promote new student involvement in Greek organizations at fairs, displays, and appointments with students.
3. Coordinate educational programs for the Greek community members as directed by the office.
4. Maintain a working knowledge of the University conduct system as described in the conduct manual.
5. Develop relationships (academic & administrative) with other departments that will enhance service, student programs, and co-curricular education of the Greek community.
6. Develop and implement assessment outcomes for Greek-related events and programs.
7. Assist with recordkeeping of chapter rosters, program attendance, etc.
8. Assist with the coordination of the fraternity/sorority activities calendar.
9. Be available to students and staff on a daily basis.
10. Establish and maintain regularly scheduled office hours each week.
11. Participate in/attend all major Greek Life and University functions.
12. Assume other duties as directed.

I. Knowledge and Skills

- A. Strong organization, communication (written and oral), and leadership skills.
- B. Understanding of social Greek organizations and self-governance models.
- C. Understanding of IFC, Panhellenic, & NPHC practices.
- D. Demonstrated presentation skills.
- E. Knowledge of student leadership development and training.
- F. Background in program planning, implementation and evaluation.

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

To apply, please submit your resume and cover letter to bskinner@semo.edu