

**CENTER FOR CAMPUS LIFE**  
**Graduate Assistant for Fraternity and Sorority Life**  
*(Two Positions Available)*

**Qualifications**

- Bachelor's degree required
- Enrolled in a graduate program of study at RIT
- Experience in Campus activities particularly with membership in a national social Greek-letter organization.
- Strong commitment to improving the Fraternity and Sorority community at RIT
- American Sign Language skills or a willingness to learn

**General Responsibilities**

This assistantship supports the Assistant Director of Campus Life for Fraternity and Sorority Life to enhance the educational programs for the Rochester Institute of Technology's Greek (fraternity and sorority) community. The assistant is also responsible for supporting the individual chapters' development within the 6 following areas:

Scholastic Achievement  
Chapter Management  
Philanthropic Endeavors  
Campus and Community Involvement  
Recruitment and Retention  
Risk Management, Awareness and Education

**Specific Responsibilities**

- Serve as a Chapter Liaison to 15 chapters in areas of leadership development/transition, Greek Connection online database system (i.e. rosters, community service, philanthropic activity, advisor updates, etc.), and to provide an early identification of areas of concern within the chapter.
- Build education and awareness on Greek risk-related issues such as alcohol and drug use, hazing, RIT policies and sanctions, fire safety, crisis protocol and procedures, and safe social event practices by conducting seminars and workshops as part of the Officer Education Series.
- Assist in the continual development, implementation, and evaluation of the Greek Odyssey New Member Education program/retreat, Presidents Leadership Retreat, Annual Awards Process, Leadership Summit and Recruitment.
- Update and maintain all Fraternity and Sorority Life Marketing Materials.
- Process Greek quarterly reports and generate statistics about programming, community service and philanthropic donations.
- Build collaborative relationships with faculty and staff by modeling team efforts and promoting the positive images of the fraternal system on campus.
- Hold office hours one (1) evening per week.

- Assist the Assistant Director of Campus Life for Fraternity and Sorority Life in implementation of the Greek Strategic Plan.
- Participate in Fraternity and Sorority Life and Campus Life programs and activities including some evenings, weekends, and holidays.
- Engage in professional development within chosen graduate field and Center for Campus Life initiatives/committees.

#### **Center for Campus Life Administrative Tasks**

- Assist the Office of Campus Life with other administrative tasks including, but not limited to office coverage.
- Participate in weekly individual meetings with Fraternity and Sorority Life Staff.

#### **Compensation:**

TBD

#### **Hours per Week:**

20 hours per week, except full time during training (1 week in August.)

#### **Reporting Relationship**

The Graduate Assistant for Fraternity and Sorority reports to the Assistant Director of Campus Life for Fraternity and Sorority Life.

#### **Application Procedure**

Submit a cover letter, resume and contact information for three references to:

Graduate Assistant Selection Committee

RIT Center for Campus Life

34 Lomb Memorial Drive

Rochester, NY 14623