

CENTER FOR CAMPUS LIFE
Graduate Assistant for Fraternity and Sorority Life*

Specific Responsibilities

- Assist Greek Team in implementation of the annual President's Retreat.
- Advise three Greek Honor Societies (Order of Omega, Gamma Sigma Alpha, and Rho Lambda)
- Coordinate the annual awards process including assisting in the evaluation of the award applications.
- Develop marketing materials for Fraternity and Sorority Life such as a parent's brochure, online all-Greek brochure, etc.
- Work with Campus Life web developers to maintain accurate information on website as well as with the records database.
- Process Greek quarterly reports and generate statistics about programming, community service and philanthropic donations.
- Maintain accurate rosters and officer records.
- Build collaborative relationships with faculty and staff by modeling team efforts and promoting the positive images of the fraternal system on campus.
- Participate in Greek Affairs 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.
- Willingness to learn or an understanding of American Sign Language.

Compensation:

Stipend for nine month position: \$8,370

Hours per Week:

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

Reporting Relationship:

- The Graduate Assistant for Greek Affairs reports to the Assistant Director of Campus Life for Greek Affairs.

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
585-475-7058

*This document is in the process of revision. It may change without notice.