Overview
The Panhellenic graduate assistant for Fraternity & Sorority Life is a 20 hour per week, full time graduate student whose primary responsibility will be to assist the Associate Director for Greek & Departmental Assessment with the direct advisement and supervision of the RIT Panhellenic Council and its member organizations.

Minimum Qualifications
- Bachelor’s degree required
- Enrollment in a graduate program at RIT or surrounding colleges/universities
- Involvement as an undergraduate student in a social sorority with preference to membership in an NPC organization
- Possess an extensive knowledge of current trends in Fraternity & Sorority Life nationally particularly those related to Panhellenic
- Present a well-mannered and professional image

General Responsibilities
- Participation in Fraternity & Sorority Life staff meetings
- Participation in Center for Campus Life monthly staff meetings
- Support the vision, mission, and values of the Center for Campus Life, Fraternity & Sorority Life, and RIT
- Participation in Campus Life programs and activities including some evening and weekends
- Participation in a one week training program in August
- Assist in office coverage as needed

Compensation & Terms
- Twenty (20) hours per week unless otherwise noted
  - Hours will be determined in conjunction with the Associate Director
- One (1) week of training prior to the start of the academic year (in August)
  - Training will begin the week of August 8, 2016
  - All graduate assistants employed by the Center for Campus Life must attend the entire training week
- Nine (9) month position from August/September 2016 to May 2017
- Renewable on an annual basis by mutual consent
  - Note – those students from schools other than RIT are only eligible for graduate assistantships for one academic year
- Hourly wages of $13.00

Assignments/Responsibilities
- Maintain all current files and rosters
- Complete grade reports for all chapters and councils
- Attend all Panhellenic Council meetings
- Attend University committee meetings on behalf of Fraternity & Sorority Life
- Serve as the liaison to Panhellenic chapters
- Meet regularly with chapter presidents
- Operate the Office of Fraternity & Sorority Life which includes supervision of student employees
- Conduct trainings for new members, officers, and advisers with Associate Director
- Other duties as assigned