RIT
Rochester Institute of Technology

Office of Fraternity/Sorority Life
Multicultural Greek Graduate Assistantships

Overview
The Multicultural Greek 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 Multicultural Greek community.

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 fraternity or social sorority with preference to membership in an NHPC, NAPA, or NALFO organization
✓ Possess an extensive knowledge of current trends in Fraternity & Sorority Life nationally
✓ Present a well-mannered and professional image
✓ American Sign Language skills or a willingness to learn

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
  o 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)
  o Training will begin August XX, 2015
  o All graduate assistants employed by the Center for Campus Life must attend the entire training week
✓ Nine (9) month position from August/September 2015 to May 2016
✓ Renewable on an annual basis by mutual consent
  o Note – those students from schools other than RIT are only eligible for graduate assistantships for one academic year
✓ Hourly wages of $12.75 plus $150 of meal debit each quarter

Assignments/Responsibilities
✓ Maintain all current files and rosters
✓ Complete grade reports for all chapters and councils
✓ Attend all Multicultural Greek Council meetings
✓ Attend University committee meetings on behalf of Fraternity & Sorority Life
✓ Serve as the liaison to Multicultural Greek chapters
✓ Meet regularly with chapter presidents/contacts
✓ 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