GRADUATE ASSISTANT POSITION DESCRIPTION

Position Summary
Under the auspice of the Office of Residential Programs, the Graduate Assistant for Fraternity & Sorority Life is a 20 hour per week graduate assistantship reporting to the Associate Director for Fraternity and Sorority Life and Leadership Development (AD). The Graduate Assistant (GA–FSL) provides support to fraternity and sorority chapters within the Columbia University community. The Graduate Assistant for Fraternity and Sorority Life will be responsible for advising, support, and tracking accountability for fraternity and sorority chapters to further the success and development of individual chapters and the Columbia fraternity and sorority community at large.

Advising
A. Directly advise chapters as assigned within the InterFraternity Council, Multicultural Greek Council, and Panhellenic Council.
B. Meet regularly with Chapter Presidents of advised chapters;
C. Serve as the primary contact for alumni advisors of advised chapters;
D. Oversee the space and event approval process for advised chapters;
E. Oversee completion of minimum requirements and appropriate submission of documents for advised chapters as described in the ALPHA Standards of Excellence;
F. Address chapter member behavior and/or issues of advised chapters, as it pertains to University and/or FSL requirements/policies;
G. Assist the AD in coordinating and facilitating recruitment efforts for the fraternities and sororities;
H. Participate annually in ALPHA Standards of Excellence review;
I. Participate in the shared advising of the three governing councils.

Training
A. Assist in the planning and facilitation of Fall Re-Charge Training;
B. Provide support/training for New Member Summit in conjunction with the AD;
C. Assist in the planning and facilitation of Panhellenic Recruitment Training;
D. Assist in the planning and facilitation of Fraternity and Sorority Leader Training in January;
E. Assist in the planning and facilitation of Governing Council Training in January;
F. Provide support/training for advisors in conjunction with the AD.

Judicial Board
A. Advise the Greek Judicial Board in conjunction with the AD;
B. Attend all Greek Judicial Board hearings and serve as the complainant in all cases;
C. Assist in the planning and facilitation of Greek Judicial Board Training in January;
D. Provide ongoing training as needed;
E. Facilitate weekly walk through of chapter residences;
F. Oversee the proper implementation of annual Housing Review process.

Administrative
A. Work approximately 20 hours per week; some evening and weekend work required;
B. Compile departmental reports for AD as requested;
C. Maintain Fraternity & Sorority Life online documents, Email and website;
D. Assist AD with budgetary process to ensure timeliness in tracking, spending, and paying vendors;
E. Participate in weekly one on one meeting with AD;

Qualifications
A. Must be a full-time enrolled graduate student at Columbia University, in a degree-granting program. Ineligible applicants are first and second year law school, medicine, and business students. Candidates must have experience working with college-age students, ideally in a residence life or fraternity and sorority life setting for at least one year.
B. Membership in an inter/national fraternity or sorority strongly preferred. Experience as a fraternity or sorority leader a plus.

Remuneration
A. Competitive compensation package is offered.

Period of employment
A. The position begins Monday, August 8, 2011 and ends Saturday, May 18, 2012. [Note: The position is a one-year position (during the academic year) with possible extension based on performance dialogue.]
B. Spring return is Monday, January 9, 2012 for Winter Recharge Training.