To Apply: Complete the online application by January 15, 2019 for full consideration.

Position Detail
The Graduate Assistant for Fraternity & Sorority Life holds a half-time (minimum 25 hours per week) appointment within the Office of Fraternity & Sorority Life. The Graduate Assistant will report directly to the Associate Director of Fraternity & Sorority Life and will primarily work with the fraternity and sorority community at the University of Denver. In addition, in conjunction with their role within the Office of Fraternity & Sorority Life, the Graduate Assistant will be a collaborative colleague within the Department of Culture, Access, & Transitions, as well as a campus partner across the Division of Campus Life & Inclusive Excellence.

Required Qualifications
• Have an earned bachelor’s degree from an accredited institution of higher education
• Be enrolled in the University of Denver Higher Education program
• Maintain good academic standing in the Higher Education program throughout the course of employment
• Abide by 10-month contractual terms of the graduate assistantship (mid-August to mid-June)
• Work an average of 25 hours per week
• Not hold any other employment while on contract without prior, written permission from supervisor
• Graduate student work study cannot be held while being a Graduate Assistant
• Follow all University of Denver policies and procedures
• Be available during winter and spring breaks but time off during these breaks will be provided

Preferred Qualifications
• Preference will be given to first year students, but all students are encouraged to apply
• Interest and/or experience in the field of student affairs, specifically fraternity and sorority life
• Ability and willingness to apply student development theory and concepts with students
• Demonstrated commitment to inclusive excellence
• Excellent organizational, planning, interpersonal, and communication skills
• Ability to communicate with a broad range of students, advisors, stakeholders, parents, etc.
• Basic understanding of computerized databases and information systems
• Ability to work independently and as a team member collaboratively
• Genuine interest and satisfaction in working with students, faculty, and staff
• Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community

Summary of Responsibilities
Administration
• Attend one-on-ones with the Associate Director of Fraternity & Sorority Life
• Attend staff meetings for the Office of Fraternity & Sorority Life
• Attend community-wide meetings as a representative of the Office of Fraternity & Sorority Life
• Maintain and update appropriate rosters for chapters, councils, advisors, and stakeholders
• Maintain appropriate budgets as required by responsibilities
• Manage and execute any responsibilities related to policies, processes, and forms that impact the fraternity/sorority community

Advising
• Advise at least one governing council within the fraternity/sorority community
• Advise the executive board leadership of at least one governing council
• Support the chapter presidents in at least one of the governing councils
• Facilitate meetings with various chapter and council leaders as needed
• Support stakeholders (chapter advisors, advisory boards, consultants, regional officers, headquarters staff, specialty stakeholders, etc.) for at least one governing council

Programming
• Manage the recruitment/membership intake processes of at least one governing council
• Develop, execute, and assess at least one leadership development experience for the fraternity/sorority community (seasoned leader retreat, chapter officer training, etc.)
• Develop, execute, and assess at least one signature program for the fraternity/sorority community (accreditation program, FSL Week, etc.)
• Develop community-wide programming related to key content areas impacting the fraternity/sorority community (inclusive excellence, philanthropy, community service, career preparation, advisor support, academic achievement, public relations)

Training & Professional Development
• Participate in professional staff training in late August before students arrive for fall quarter, and throughout the academic year as required
• Participate in various retreats and professional development opportunities hosted by the division, department, office, or campus throughout the academic year
• Attend departmental and divisional meetings (as required) to assist in developing departmental goals, objectives, and priorities

Compensation
• **Tuition**: up to 24 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding
• **Stipend**: $14,500/ten-month period (mid-August to mid-June)
• **Housing**: not guaranteed, however contingent on open House Director positions
• **Meal Plan**: not applicable
• **Professional Development**: funding for membership within the Association of Fraternity/Sorority Advisors (AFA) and registration for the AFA Annual Meeting
• **Other**: student health fee, health insurance, and the opportunity to apply for additional professional development funds (up to $250/year) from Campus Life & Inclusive Excellence