Office Information

The Office of Student Engagement is committed to enhancing the educational mission of the University by encouraging student involvement where experience is the foundation for learning, providing opportunities for life skills development, and fostering a sense of community where all members feel supported, valued and challenged.

Position Detail

The Graduate Assistant (GA) for Fraternity & Sorority Life holds a 20-25 hours/week appointment within the Office of Fraternity & Sorority Life. The GA 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 Office of Student Engagement, as well as a campus partner across the Division of Campus Life & Inclusive Excellence. The GA must be enrolled and maintain good academic standing in the Masters of Higher Education programs throughout their course of employment. No other employment may be held during the duration of the GA contract without prior permission from supervisor. Part of breaks (winter, spring, & summer) will require GA presence on campus and/or involvement with committee tasks and other responsibilities. GAs may be required to be present on-campus or serve on-call during a national holiday. GAs may also have increased workloads during peak periods of time. The contract length will vary between 10-11 months based on the University calendar.

Required Qualifications

- Candidates must have an earned Bachelor’s degree and admission/enrollment in the University of Denver Higher Education program.
- A demonstrated commitment to diversity and social justice and equity.
- Excellent organizational, planning, interpersonal and communications skills.
- Ability to work independently and as a team member.
- A genuine interest and satisfaction in working with students, faculty and staff.

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
- Assist with the chapter membership rosters (grade checks, updating banner etc.)

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 monthly at a minimum
- Support stakeholders (chapter advisors, advisory boards, consultants, regional officers, headquarters staff, specialty stakeholders, etc.) for at least one governing council
- Submit biweekly council updates to the Office of Fraternity & Sorority Life 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 per quarter (seasoned leader retreat, chapter officer training, etc.)
- Develop, execute, and assess at least one signature program for the fraternity/sorority community (accreditation program, FSL retreat, etc.)
- Develop community-wide programming related to key content areas impacting the fraternity/sorority community per quarter (inclusive excellence, philanthropy, community service, career preparation, advisor support, academic achievement, public relations)
- Assist OSE programming events as needed

Training & Professional Development

- Participate in professional staff training in late August before students arrive for fall quarter, in December during winter break, 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, Start and End Dates

- Tuition: up to 24 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding
- Stipend: $15,200.00/ten-month period
- 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
- Start Date: August 24, 2020; Winter Break: December 11, 2020 – January 4, 2021; End date: June 18, 2021