

Marquette University
Office of Residence Life – Sorority & Fraternity Life
Graduate Assistant for Sorority & Fraternity Life

The Office of Residence Life is the primary office responsible for student housing and engagement outside of the classroom including Sorority and Fraternity Life (SFL) within the Division of Belonging and Student Affairs. The graduate assistant works with SFL staff to help students contribute to the development and sustenance of a community characterized by respect, caring and honesty and in advancing the campus ethos through behaviors which demonstrate respect for self, respect for others, respect for property, and respect for authority.

General Description

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Coordinator for Sorority and Fraternity Life. This individual is responsible for several on-going and short-term projects that advance the vision for sorority and fraternity life. Additionally, as part of a team of residence life specialists, this individual will assist in the design and implementation of peer education, leadership development, and community service programs for a variety of Greek letter organizations on campus. Graduate student staff will be provided opportunities as determined by the Coordinator for Sorority and Fraternity Life that enhance professional development and the priorities of the office.

Specific Responsibilities

Sorority and Fraternity Life

- Assist with advising, oversight, and administration of the organizations and activities in the Sorority and Fraternity Life community.
- Advise and participate in regular meetings with one of SFL's four councils: Interfraternity Council, Panhellenic Association, National Pan-Hellenic, or Multicultural Greek Council.
- Assist with training and advisement of Sorority and Fraternity Life Program Interns.
- Oversee and assist with planning community-wide fraternity/sorority events, including but not limited to: Air Band, Greek Week, National Hazing Prevention Week, SFL Awards, and Leadership Retreats.
- Serve as an advisor and resource for recruitment activities, including Panhellenic Conference Formal Recruitment
- Assist with the development of leadership training and transition programs for officers and other student leaders in the fraternity/sorority community.
- Provide on-site staffing and support for selected programs/events.
- Assist with the development of promotional strategies and communication efforts for programs, events and processes in the Greek community.

Qualifications

- Currently enrolled (or acceptance for enrollment) into Marquette Student Affairs in Higher Education graduate degree.
- Strong oral and written communication skills.
- Commitment to, knowledge of, and/or experience with sorority and fraternity life or student organization leadership.
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university.
- Preference will be given to candidates with at least two years of experience (including undergraduate experience) in student activities, Greek life, program planning, and/or event management as well as experience working with students from a variety of cultural and ethnic backgrounds.
- Availability to work nights and weekends when needed in order to ensure a quality student experience is an expectation for the position.

Remuneration

- Standard Graduate Assistantship Stipend (Current year stipend: \$20,000 for 10-month term) *Stipend amount is subject to increase

- 6 Graduate scholarship credits per semester for Student Affairs in Higher Education master's degree