



Graduate Assistant, Center for Fraternity and Sorority Development

Job Summary: The Graduate Assistant assists in the development and implementation of services and programs that support the day-to-day coordination of the fraternity and sorority community. This position includes advisement, educational initiatives, program planning, and other duties congruent with fulfilling the mission and vision of the Center for Fraternity and Sorority Development (CFSD). This is a two-year assistantship pending a satisfactory performance after the first year.

Duties and Responsibilities: The Center for Fraternity and Sorority Development (CFSD) and Student Activities are committed to preparing Graduate Assistants for careers in Student Affairs. The duties of this position aligned the duties of this position with the Core Competencies for the fraternity/sorority advising profession as developed by the Association of Fraternity/Sorority Advisors (AFA):

1. **Governance:**
 - a. Advise/co-advise assigned governing council(s), and attend meetings and events, as appropriate.
 - b. Coach organizations on issues such as academic achievement, chapter operations, officer transition, community relations, programming, risk management, and policy compliance.
2. **Fraternity/Sorority Systems and Student Learning:**
 - a. Assist in the development and facilitation of educational initiatives to support fraternity and sorority student development.
 - b. Develop and update educational program module(s) in Husky CT for new members of fraternities and sororities.
3. **Program Administration:**
 - a. Provide supervisory support for CFSD Student Staff (will assume supervision of one council president in second semester of position)
 - b. Plan and implement Homecoming and Community Building activities.
4. **Collaborating with Stakeholders:**
 - a. Communicate with inter/national headquarters staff and alumni advisors, as needed.
 - b. Serve on a department workgroup and/or University committee and establish relationships with university departments and external partners.
 - c. Develop programs and initiatives to engage Alumni with the UConn fraternity and sorority community.

Additionally, the Graduate Assistant will need to attend staff meetings, meet regularly with supervisor, participate in and support department programs, and complete other duties as assigned. The Graduate Assistant is typically not expected to work during university breaks but will need to be available prior at least three weeks prior to the start of the Fall semester and one week prior to the start of the Spring semester. **The anticipated start date for this position is August 5, 2024.**

MINIMUM QUALIFICATIONS:

- a. Acceptance into a UConn Master's program
- b. Effective written/verbal communication skills and ability to competently use Microsoft Office
- c. Highly effective organizational and event planning skills
- d. Availability to work many nights and weekends

PREFERRED QUALIFICATIONS:

- a. Experience with program/event planning, advising students, presenting, facilitating and/or teaching
- b. Interest in advising student organizations (specifically, fraternities and sororities) in a future student affairs position
- c. Demonstrated leadership as a member of a social Greek-lettered organization