**Department:** Office of Fraternity and Sorority Life

**Title:** Graduate Assistant of Fraternity and Sorority Life

**Reporting To:** Assistant Director of Fraternity and Sorority Life

**Hours/Week:** 20 hours/week (includes some nights and weekends)

**Compensation:** $18,000/year plus professional development funds

**Tuition Remission:** 6 credits/semester

**About the Office of Fraternity and Sorority Life:**

The Office of Fraternity and Sorority Life strives to holistically develop Villanova students by cultivating an environment that empowers our community to embody Augustinian values, serve others, embrace differences, lead ethically, and ignite change.

Under the leadership of the Director of Fraternity and Sorority Life, the department consists of 5 professional staff members, 1 graduate position, and 2 student workers.

**Position Overview:**

The Graduate Assistant for Fraternity and Sorority Life serves in an academic year appointment working approximately 20 hours per week. This individual is responsible for the development of educational programming and for assisting with the advisement of the fraternity and sorority community at Villanova University; which includes nine Interfraternity Council fraternities, six Multicultural Greek Council fraternities and sororities, and nine Panhellenic Council sororities.

**Responsibilities:**

* Oversee the planning and execution of the Values in Action Presentations and the Fraternity and Sorority End of Year Awards Banquet.
* Assist with the advising of the Interfraternity, Multicultural Greek, and Panhellenic Councils.
* Work with the Coordinator of Fraternity and Sorority Life in the planning and implementation of Greek Week.
* Assist in the planning and implementation of training programs and leadership retreats; including, but not limited to, transition meetings, council retreats, and the execution of the Ignite Leadership Retreat.
* Work with the Assistant Director for Fraternity and Sorority Life on marketing strategies for the office; including, but not limited to, the Fraternity and Sorority Newsletter, social media, website, and more.
* Assist in the planning and implementation of IFC, MGC, and PHC recruitment/intake efforts.
* Assist in coordinating educational programs for fraternity and sorority community members on risk management and membership accountability; including, but not limited to, hazing prevention, alcohol/substance misuse, gender violence, bystander intervention, academic excellence, and financial management.
* Assist with recordkeeping, development of policies and procedures, and communication with the fraternity and sorority community.
* Participation in other Fraternity and Sorority Life programs and initiatives.
* Fulfill other duties as needed.

**Qualifications:**

* Maintain full-time enrollment in a Master’s level graduate program at Villanova University.

**Education and/or Experience:**

* Bachelor’s degree required.
* Enrollment in a Higher Education or Counseling graduate program preferred.
* Affiliation or working knowledge with a fraternity or sorority a plus, but not required.
* Familiarity of topics regarding inclusion, equity, belonging, and social justice.

**Additional Knowledge, Skills, and Abilities:**

* Ability to work some nights and weekends.
* Strong oral and written communication skills.
* Strong interpersonal and organizational skills.
* Self-motivated and self-directed to design and implement programming and events.
* Ability to work both collaboratively and independently.