

**Office of Fraternity and Sorority Life | West Chester University | Sykes Student Union, Room 238**

**West Chester, Pennsylvania 19383 | 610-436-2117 | fax: 610-436-2480 | www.wcupa.edu/greeklife**

**Graduate Assistant in Fraternity and Sorority Life**

**2019-20 Position Description**

**Position Description:** This individual reports to an Assistant Director for Fraternity and Sorority Life (FSL). The duties will be to mentor and advise students and support a number of events and projects sponsored by the Office of Fraternity and Sorority Life, governing councils and undergraduate chapters.

**Responsibilities may include:**

* Assist in the training, development and staffing of FSL programs and events.
* Update and maintain FSL website and social media platforms.
* Advise the Fraternal Programming Board.
* Co-Advise two governing councils.
* Assist with planning and execution of major FSL and council projects, programs and initiatives.
* Attend and provide supervision of students at regional leadership conferences.
* Coordinate input and upkeep of chapter management systems.
* Attend weekly FSL staff meetings and monthly Division of Student Affairs (DOSA) meetings.
* Provide assistance in assessment projects and data reporting.

**Qualifications:**

* Acceptance into a West Chester University Graduate program. Enrollment in the Higher Education Policy and Student Affairs program is preferred.
* An understanding of fraternities, sororities, and community development. Membership in a social fraternity or sorority is preferred.
* Commitment to equity and inclusion.
* Excellent written and verbal communication skills.
* Excellent organizational, administrative and planning skills.
* Technology and web-design experience.
* Ability to work non-traditional/irregular hours as needed.

This position is a full-time Graduate Assistant (20 hours per week). Up to two positions will be available for the 2019-20 academic year.

Individuals will receive a $2500.00 stipend for the academic year and tuition waiver of up to 12 credits per semester. A full time graduate student must enroll in nine credit hours per semester. This position is funded for one academic year and will be extended for a second year pending performance evaluation.

**Position Start Date:** August 5, 2019 (Hourly pay until August 26, 2019).

**Application Process:** Please submit a cover letter, resume and the names, telephone numbers and email addresses of two references to *fsl@wcupa.edu*by our priority deadline of March 31, 2019. The search will continue until position(s) are filled, which will be noted on the Fraternity and Sorority Life website: [www.wcupa.edu/greeklife](http://www.wcupa.edu/greeklife).