



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.