



West Chester University
Graduate Assistant in Fraternity and Sorority Life
2021-22 Position Description

Position Description: 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:

- **Council Advising**
 - Co-Advise two governing councils.
 - Assist with planning and execution of major FSL and council projects, programs and initiatives.
 - Attend Council meetings and Executive Board meetings.
- **Virtual Programming**
 - Assist in the training, development and staffing of FSL programs and events.
 - Work with FSL staff to plan and implement relevant virtual programs for the FSL community.
 - Find virtual options for educating our community (webinars, social media, videos, etc)
 - Develop monthly FSL newsletter for FSL Community wide communication and updates.
- **Social Media Management**
 - Engage with students via FSL Instagram and other social media platforms.
 - Post at least 3 times a week. Balance the types of posts (educational, social, involvement, etc)
 - Keep up with Council and Chapter posts and share to story.
 - Connect WCU students with Councils and Chapters of interest.
 - Set a goal for increasing the number of followers on FSL, FPB and Council pages. Review accessibility.
- **Website Management**
 - Update and maintain the FSL website as needed
 - Update Chapter President information.
 - Remove outdated information.
 - Review the website and think of ways to make improvements. Review accessibility.
- **Fraternal Programming Board (FPB)**
 - Advise the Fraternal Programming Board and attend all meetings.
 - Provide mentorship and guidance to the student leaders of FPB
 - Assist with funding requests.
 - Ensure all deadlines are met.
 - Hold students accountable to their position responsibilities and the purpose of FPB.
 - Find ways for the FSL Community to give back to the larger community (Resource Pantry, etc).
- **Other Duties**
 - Provide assistance in assessment projects and data reporting.
 - Attend weekly FSL staff meetings and monthly Division of Student Affairs (DOSA) meetings.
 - Coordinate input and upkeep of chapter management systems.
 - Participate in committees and projects that align with professional development goals.
 - Meetings with direct supervisor. Other duties as assigned by supervisor.
 - Creative and critical thinking, problem solving and taking initiative.
 - Check FSL email daily.

This position is a full-time Graduate Assistant (20 hours per week). 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 23, 2021.**

Application Process: Please submit a cover letter, resume and the names, telephone numbers and email addresses of two references [via Handshake](#) and also to fsl@wcupa.edu by our priority deadline of *March 31, 2021*. *Candidates will be selected for remote interview process by April 6, 2021.*