



**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  - Remove outdated information.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 to [fsl@wcupa.edu](mailto:fsl@wcupa.edu) by our priority deadline of *March 31, 2021*.