POSITION SUMMARY
The Graduate Assistant for Fraternities and Sororities is a 25 hour per week, full-time graduate student whose primary responsibilities include assignments in both the area of Fraternity and Sorority Housing and Fraternity and Sorority Life. This live-on graduate assistant position provides support to fraternity and sorority chapters within the Clemson Fraternity and Sorority Community. The Graduate Assistant for Fraternities and Sororities will be challenged to provide advising, support, and accountability for fraternity and sorority chapters to further the success and development of individual chapters and the Clemson Fraternity and Sorority community as a whole. The Graduate Assistant for Fraternities and Sororities will be co-supervised by Fraternity and Sorority Life and Residential Life professional staff.

POSITION RESPONSIBILITIES:

Advising—(collaborative effort for 44 fraternity and sorority chapters, 24 of which reside in on-campus housing designated as chapter living spaces)

- Support chapters through the Fraternity/Sorority Development Model by meeting regularly with designated officers and attending events/meetings as designated by the model.
- Serve as primary or secondary advisor to Interfraternity Council, College Panhellenic Council, National Pan-Hellenic Council, Greek Programming Board, or Order of Omega
- Assist advised chapters in the completion of the Standards of Excellence program
- Address overall behavior and/or issues of advised chapters

Housing

- Attend meetings, trainings, and events hosted by University Housing as assigned
- Comply with University Housing & Dining Important Dates
- Complete tasks related to opening and closing of housing facilities at designated times throughout the year
- Support and ensure chapter compliance with occupancy and facility management expectations
- Participate annually in the Chapter Review process
- May have the opportunity to oversee all House Managers and/or supervise Desk Assistants
- Serve on and/or lead departmental committees within University Housing & Dining
- Serve as a weekly, twenty-four hour, on-call resource for Residential Life on a rotational basis as part of a graduate staff on-call rotation

Projects - provide support, development, or logistics for various initiatives in conjunction with supervisors. Potential project areas may include but are not limited to:

- Risk Management
- Leadership Development
- Marketing and Outreach
- Recognition and Community Building
- Chapter Development
Additional responsibilities

- Serve as a hearing officer for University Housing and Student Code of Conduct violations
- Generate and follow up on reports for the CARE network
- Provide support and referrals for students during and after moments of crisis

ELIGIBILITY

- Applicants must be accepted in one of the University’s academic programs to be eligible to receive a graduate assistant position. Preference will be given to students who have applied to and been accepted into the Master of Education – Student Affairs Program by the Graduate School application deadline – February 1st.
- The Graduate Assistant for Fraternities and Sororities is expected to show reasonable progress toward obtaining a degree. Dropping to less than 9 hours in fall/spring semester must be approved by the Director of Residential Life.
- The position is a 10-month position with an opportunity for summer employment, when available.
- Applicants must be affiliated with a fraternity or sorority that falls under a inter/national umbrella council (i.e. NPC, NIC, NPHC, NALFO, NAPA, MGC); members of local organizations may be considered.

TERMS OF EMPLOYMENT

- The Graduate Assistant for Fraternities and Sororities is hired for a term of employment of one academic year. A Graduate Assistant for Fraternities and Sororities may be reappointed from year to year based on their past work performance and qualifications as compared to those of new applicants.
- No graduate student is eligible to hold more than one full time (25 hours) graduate assistantship during any given semester.
- Graduate Assistants for Fraternities and Sororities who are on full assistantships may not be employed by or provide a service to another department or organization outside the University. Graduate Assistants for Fraternities and Sororities are allowed to complete practicum or internship requirements for other departments on or off campus with permission of the Assistant Director of Fraternity/Sorority Housing, Associate Director for Fraternity and Sorority Life, and/or Director for Fraternity and Sorority Life. Additional volunteer work within the university must be approved in advance.

REMUNERATION

- Stipend of $9,050 is provided for the fall and spring semester, paid in bi-monthly installments. Graduate assistants are paid beginning with University Housing & Dining Graduate Assistant Fall Training and Orientation and ending the day after graduation in May.
- Meal Plan: Comparable to the current provided Plus Commuter 75 Plan. Includes any 75 meals in the dining halls during the semester plus $300 in Paw Points that can be used in food courts, coffee shops, convenience stores, Chili’s Too and Seasons by the Lake restaurant. Graduate assistants are provided with a meal plan to be utilized as a tool in fulfilling their responsibilities.
- Housing: Graduate assistants are provided a rent-free, furnished apartment or suite. Only a Graduate assistant and their partner and/or children may live with a staff member in accordance with the departments’ live-on agreement. Housing is only provided during a graduate assistant’s term of employment. Utilities, phone service, satellite television, internet service and limitless laundry are provided at no charge. Graduate assistants are responsible for payment of personal long distance telephone charges. Graduate assistants may not use their staff accommodations as a business office for any type of commercial solicitation.
- Tuition Reduction: Graduate assistants who are full-time (9 credit hours) students enrolled in an approved course of study are eligible for a graduate assistant tuition reduction. Anyone dropping below 9 hours will lose his/her right to a fee reduction. Those whose fee reduction is withdrawn will be required to reimburse the University. The Office of Graduate Studies, E209 Martin Hall, makes judgments pertaining to these eligibility requirements. Those who are full-time (9 credit hours) students enrolled in an approved course of graduate study are also eligible to use a deferred tuition payment plan. Please refer to the Graduate Student Record for further details.
- Professional Development: Graduate assistants are provided funds, when available, for professional development activities as well as on-going professional development activities on and off campus. All staff are encouraged to take advantage of Human Resource courses and webinars offered through the department/division. Use of funds is subject to approval by supervisors.