



## Graduate Assistant for Fraternity and Sorority Life

### POSITION SUMMARY

The Graduate Assistant for the Interfraternity Council with Fraternity and Sorority Life is a 25 hour per week position. The GA will be challenged to provide coaching, support, and accountability for fraternity and sorority community to further the success and development of individual members and governing councils. The GA will be supervised by an Associate Director for Fraternity and Sorority Life.

The Graduate Assistant for Fraternity and Sorority Life engages in a variety of roles, including:

### ADVISING

- GA serves as a secondary advisor to Interfraternity Council and IFC Honor Court
- GA supports chapters by attending events/meetings with Interfraternity Council officers, members, as well as campus partners. This may include working closely with assigned officers on various projects
- GA assists in the education of and accountability for the Interfraternity Council chapters (re: organizational policies, Fraternity and Sorority Life policies, Clemson Code of Conduct, etc.)
- Assist in the coordination of council retreats, officer transitions, and programmatic efforts to improve the council
- Maintains a professional working relationship with the Office of Community and Ethical Standards (OCES) for the purposes of chapter/organizational misconduct and IFC Honor Court

### PROGRAMMING

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

- Chapter and Officer Development
  - Assist in the coordination of community-wide council and officer trainings
- Other Programmatic Opportunities- based on the needs and trends occurring within community

### PROVIDES ASSISTANCE WITH SAFETY, SECURITY AND CRISIS MANAGEMENT

- GA follows up on safety and security issues with staff and students to promote a safe and secure environment.
- GA files incident reports regarding alleged violations of the Code of Conduct. GA is also responsible for appropriately documenting any information about alleged organizational protocol violations.
- GA works with the CARE network to provide appropriate follow up to students in times of need.

**PARTNERSHIPS WITH UNIVERSITY HOUSING & DINING:** Fraternity and Sorority Life partner closely with University Housing and dining regarding the development of the Fraternity and Sorority community. In collaboration with University Housing & Dining, this position will assist with overall Fraternity Sorority Community Initiatives, including but not limited to things such as move-in weekend and closing with Fraternity Sorority Housing.

### 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 – January 15<sup>th</sup>.
- GAs are 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 for Fraternity and Sorority Life.
- The position is a 9-month position.
- A preference will be given to candidates with a inter/national social fraternity or sorority affiliation.

## **TERMS OF EMPLOYMENT**

- GAs are hired for a term of employment of one academic year. A GA 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.
- GAs who are on full assistantships may not be employed by or provide a service to another department or organization outside the University. GAs are allowed to complete practicum or internship requirements for other departments on or off campus with permission of the 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 \$12,000 is provided for the fall and spring semester, paid in bi-monthly installments. Graduate assistants are paid beginning July 16, 2019 and ending May 8, 2020.
- Tuition Reduction: Graduate assistants who are full-time (9 credit hours) students enrolled in an approved course of graduate 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.