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**Position: Graduate Assistant, Fraternity and Sorority Life**

The NDSU Memorial Union provides student employment opportunities that intentionally promote the development of transferable skills and growth in interpersonal communication, problem solving, critical thinking and professional development.

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| **Duty/Responsibility No:**  |  1 | **Assist in advisement of fraternity and sorority life program** |
| **Percent of Time:**  | 50% |
| * Assist in advising the Order of Omega Honor Society.
* Assist in advising the Panhellenic Council and the Interfraternity Council.
* Assist in the coordination of fraternity and sorority recruitment processes.
* Collect and organize logistics for chapter rosters, Greek Information Cards, and grade reports.
* Assist in the coordination of the Greek Life housing release process.
* Conduct assessment on a variety of programming and processes.
* Assist in potential programming for Homecoming, Greek Week.
* Coordinate and/or assist with collaborative programming for the Greek community.
* Assist in implementation of the Greek Life initiatives.
* Assist in coordination of leadership retreats and trainings.
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| **Duty/Responsibility No:**  | 2  | **Assist in coordination of leadership development and annual awards programs** |
| **Percent of Time:**  | 40% |
| * Coordinate logistics (reservations, food, speakers, content) for Greek Leadership Day.
* Recruit speakers for Greek Leadership Day that allow a wide variety of topics.
* Conduct assessment on all areas of Greek Leadership Day.
* Collect and coordinate all individual awards applications (annually).
* Coordinate all awards interviews by recruiting and facilitating communication with judges and interviewees.
* Organize all printed awards, PowerPoint, and overall flow of the Greek Awards ceremony.
* Calculate winning awards for GPA awards and service dollars and hours awards.
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| Duty/Responsibility No:  | 3 | **Personal and professional development** |
| Percent of Time:  | 10% |
| * Assist in budget development and presentation process for related programs.
* Develop and present workshops on related topics.
* Participate in professional development opportunities.
* Participate as an active member of the Student Activities and Memorial Union teams.
* Other duties as assigned.
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| **Duty/Responsibility No:**  |  5 | **Statement of duty/responsibility** Provide excellent customer service and work effectively in a team environment.  |
| **Percent of Time:**  | 100 |
| **Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)*** Provide prompt, courteous and efficient excellent customer service to all visitors, students, faculty and staff.
* Establish and maintain strong, supportive and positive working relationships with co-workers and customers.
* Maintain a high level of morale within the department and present self as a positive role model.
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|  **SPECIFIC SKILLS OR EQUIPMENT REQUIRED**  | **Minimum Qualifications:** Graduate Assistant must be admitted to a graduate program at NDSU and maintain a minimum of 6 credit hours and a 3.0 grade point average for duration of appointment. Other qualifications: 1) bachelor’s degree; 2) strong oral and written communication skills; 3) a high degree of initiative and the ability to carry out tasks to completion in a multi-tasking environment;4) the ability to work with a diverse group of people.**Preferred Qualifications:** Demonstrated experience in event planning, program promotion, marketing, and workshop presentation is desired. |
|  **Additional Information**  | **Terms of Employment:** Employment requires an average of twenty hours per week with appointment for early August 2015 through May 2016. **Compensation:** $9000 and an NDSU tuition waiver**For more information about Graduate Assistantships visit the following website:** <http://mu.ndsu.edu/employment/>**Application Materials:** Cover letter, resume and names, addresses and phone numbers of three professional references.**Submit application materials to: Emily.R.Carrow@ndsu.edu or call 701-231-6519**Application review begins April 20, 2015 |