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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. | | | |
| **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](mailto:Emily.R.Carrow@ndsu.edu) or call 701-231-6519**  Application review begins April 20, 2015 |