Position: Graduate Assistant, Fraternity and Sorority Life and Civic Engagement

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

<table>
<thead>
<tr>
<th>Duty/Responsibility No:</th>
<th>1</th>
<th>Assist in coordination of campus-wide civic engagement programs</th>
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<tbody>
<tr>
<td>Percent of Time:</td>
<td>50%</td>
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</table>

- Coordinate the Tapestry of Diverse Talents recognition program including application materials, selection committee, etc.
- Coordinate at least two Community Engagement Forums (1 per semester).
- Assist in the coordination and implementation of at least two poverty simulations per academic year.
- Plan program for Constitution Day.
- Participate on planning committees for cultural events as needed.
- Assist planning and executing co-curricular service programs/events.
- Meet monthly with the Coordinator for Campus Activities
- Meet with the Graduate Assistant for Campus Attractions and required student staff twice a month

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<tr>
<th>Duty/Responsibility No:</th>
<th>2</th>
<th>Assist in advisement and administration of Fraternity and Sorority Life</th>
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<tr>
<td>Percent of Time:</td>
<td>40%</td>
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- Collect and record all philanthropy dollars raised by each fraternity and sorority in myNDSU each semester
- Collect and record all service hours done by individual members as well as by chapters in myNDSU each semester
- Regularly conduct assessment in regards to Fraternity and Sorority Life’s service and philanthropic opportunities
- Create, update, and maintain a Philanthropy and Service Report each semester
- Assist with collaborative programming for the Fraternity and Sorority Life community
- Assist in coordination of leadership retreats and trainings for the Fraternity and Sorority Life community
- Be knowledgeable of all Fraternity and Sorority Life policies
- Create and execute training for myNDSU Service Hour submissions each semester to philanthropy and community service chairs
- Manage the roster system for all chapters
- Advise Junior Panhellenic Council
- Meet bi-monthly with the Coordinator for Fraternity and Sorority Life
- Attend all IFC and PHC executive board meetings
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<tr>
<th>Duty/Responsibility No:</th>
<th>3</th>
<th>Personal and professional development</th>
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<tbody>
<tr>
<td>Percent of Time:</td>
<td>40%</td>
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- Assist in budget development.
- Develop and present workshops on related topics.
- Participate in professional development opportunities.
- Participate as an active member of the Student Activities team.
- Complete 20 office hours each week.
- Attend bi-weekly staff meetings.
- Meet bi-weekly with supervisor(s).
- Assist with all Student Activities Office programs and initiatives such as Homecoming, Greek Leadership Day, Greek Week, etc.
- Other duties as assigned.

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<tr>
<th>Duty/Responsibility No:</th>
<th>4</th>
<th>Statement of duty/responsibility</th>
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<tbody>
<tr>
<td>Percent of Time:</td>
<td>100%</td>
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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.
- Maintain confidentiality with all visitors, students, faculty, and staff.

**SPECIFIC SKILLS OR EQUIPMENT REQUIRED**

**Minimum Qualifications:** Graduate Assistant must be admitted to a graduate program at NDSU prior to June 1 and maintain a minimum of 6 credit hours and a 3.0 grade point average for duration of appointment. Other qualifications:

- bachelor’s degree;
- strong oral and written communication skills;
- a high degree of initiative and the ability to carry out tasks to completion in a multi-tasking environment;
- the ability to work with a diverse group of people.

**Preferred Qualifications:**

- Demonstrated experience in event planning and program development.
- Experience and passion for service/volunteer work and social justice initiatives.
- Ability to work with diverse groups of people and advocate for underserved populations.
- Membership in a social Greek organization
- Experience with social media marketing and graphic design
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<tr>
<th>Additional Information</th>
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<td><strong>Terms of Employment:</strong> Employment requires an average of twenty hours per week with appointment for August 14, 2020 through May 14, 2021.</td>
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<td><strong>Compensation:</strong> $12,000 and an NDSU tuition waiver</td>
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<td><strong>For more information about Graduate Assistantships visit the following website:</strong> <a href="https://www.ndsu.edu/studentactivities/">https://www.ndsu.edu/studentactivities/</a></td>
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<td><strong>Application Materials:</strong> Cover letter, resume and names, addresses and phone numbers of three professional references.</td>
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<tr>
<td><strong>Submit application materials to:</strong> <a href="mailto:Wendy.Baumann@ndsu.edu">Wendy.Baumann@ndsu.edu</a> or call 701-231-6519</td>
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<td>Application review begins March 23, 2020</td>
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