I. POSITION INFORMATION

JOB TITLE Graduate Assistant for Fraternity & Sorority Life (FSL)

HOURS/COMPENSATION Up to 15 hours per week/$13.00 an hour

LOCATION Student Life & Leadership (SLL)

LENGTH OF APPOINTMENT August 2016 - May 2017

II. GENERAL SCOPE

Under the general supervision and guidance of the Coordinator of Fraternity & Sorority Life, the Graduate Assistant (GA) will work as a generalist within the office of Student Life & Leadership advising fraternity and sorority student leaders. The GA will be responsible for creating, implementing, and assessing programming initiatives and fostering an inclusive environment within Student Life & Leadership. Aside from student advisement, the Graduate Assistant will have the opportunity to work collaboratively with a variety of campus partners to ensure event safety and compliance with six pillars of the community.

III. FRATERNITY & SORORITY LIFE

As a part of Student Life & Leadership, CSUSM Fraternity & Sorority Life (FSL) supports a vibrant and growing Greek community; inclusive of six sororities and five fraternities with over 500 members. FSL is grounded in six governing pillars. The Pillars of Fraternity & Sorority Life speak to the shared values and tenets by which we advise our program and the community: Leadership Development, Intellectual Development, Service to Others & Community Impact, Diversity & Inclusion, FSL Community Development & Lifelong Membership, and Organizational Standards & Chapter Operations.

IV. DUTIES

- Develop and provide leadership for programmatic initiatives related to Fraternity & Sorority Life, including but not limited to such areas as risk management, intellectual development, officer training, membership development, membership recruitment, community development, and diversity.
- Assist with the coordination of FSL summer retreat, recruitment, FSL 101: New Member Education, FSL Awards Ceremony, and other community-wide sponsored events.
- Develop and implement assessment outcomes for FSL events and programs.
- Compile best practices through institutional benchmarking.
- Serve as a contact person for fraternity and sorority leaders to answer questions concerning policies and procedures.
- Attend meetings and advise specific student leaders/organizations as assigned by supervisor.
- Serve as an active member of the SLL department, attend meetings, and contribute to departmental goals and objectives.
- Perform other duties as assigned by the Coordinator and assume additional responsibilities within the scope of the position as required.

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V. **SKILLS**
- Ability to work with a diverse student population.
- Strong organization, communication, and leadership skills.
- Ability to serve as a role model for undergraduate students and alumni volunteers.
- Proficient in Microsoft Office Suite (Word, Excel, Publisher, and PowerPoint) and/or Adobe Creative Suite (Photoshop, InDesign, Illustrator).
- Highly motivated, detail orientated, and enthusiastic.
- Familiarity with departmental and campus related policies and procedures.
- Develop working relationships with campus partners.
- Strong written and verbal communication skills.
- Ability to work independently with frequent interruptions and changing priorities.

VI. **REQUIREMENTS**
- Must be enrolled as a part-time or full-time student in a Student Affairs-focused program.
- Must be available to work up to 15 hours per week during the academic year, including some weekends and evenings.
- Available to work full 2016-2017 academic year.
- Membership in a Greek organization is preferred.

VII. **LEARNING OUTCOMES**
- Identify leadership strengths and areas of continued development.
- Engage in meaningful outcomes-based assessment and collaboratively designed student learning outcomes.
- Apply research to practice in an area of specialization within student affairs in postsecondary education.
- Develop programmatic ideas and implement programs effectively.
- Apply student development theory(s) to student leader advisement in one-on-one and group settings.

Apply by submitting a cover letter and resume to Megan Curran at mcurran@csusm.edu. The position will remain open until filled. Interviews will be scheduled with qualified applicants.