



OFFICE OF
**STUDENT ACTIVITIES
& INVOLVEMENT**
CENTRAL MICHIGAN UNIVERSITY

Job Title: Fraternity and Sorority Life Graduate Assistant

Department: Student Activities and Involvement

Date: Academic Year Assistantship, January 2023 – May 2023

General Statement of Duties:

The successful candidate will assist in providing leadership to the Fraternity & Sorority Life community at Central Michigan University. They will advise the chapters and governing councils assigned to their primary advising responsibilities, which will be determined based upon their strengths and experiences. In addition, they will provide support for fraternity and sorority community-wide programming, as well as the chapter accreditation program.

Minimum Qualifications:

- Bachelor's degree
- Experience with fraternities and sororities
- Event planning and budgeting experience
- Significant leadership experience
- Strong communication (oral and written) skills
- Acceptance into a graduate program at Central Michigan University

Specific Duties Performed:

- Advise, support, and lead one or a combination of the multiple Councils (Multicultural Greek Council, National Pan-Hellenic Council, Collegiate Panhellenic Council, Interfraternity Council)
- Advise council officers on council management, events, planning, and risk management
- Advise chapter presidents on chapter issues, management, and goals
- Provide content materials for the Marketing team to coordinate i.e., social media, CM Life, video
- Organize Council vice presidents of finance to manage the Council's budget
- Facilitate Greek Week planning committee
- Advise Order of Omega
- Responsible for leading the Chapter Excellence Accreditation Program
- Develop curriculum for the council officers retreat, presidents retreat, and risk management training
- Manage rosters for all councils
- Leads collaboration efforts with other councils on planning hazing prevention week, sexual assault awareness month, and other quad-council initiatives
- Conduct assessment
- Attend all department and Student Affairs staff meetings and other related team meetings
- Write and submit monthly reports including evaluations for assigned areas
- Assist with departmental outreach –Safari Send-off, Mainstage, Get Acquainted Day, etc.
- Perform all other duties as assigned

About Student Activities and Involvement:

The Office of Student Activities and Involvement is dedicated to enhancing the student experience by promoting student development, co-curricular engagement, and diverse opportunities through partnering with students and our campus partners to create a sense of belonging to the CMU community. The Office of Student Activities & Involvement is home to Student Organizations, Student Activities & Fraternity & Sorority Life.

Application Process:

Interested candidates should submit a cover letter indicating what area of academic pursuit, a resume and a list of three references by 12/2/2022. Positions are open until filled.

Please send application materials by email to beck1ja@cmich.edu

Stipend/Tuition:

For an academic year assistantship, it carries an annual stipend (last year was \$10,900) and 20 hours of tuition remission, which can be applied to your coursework during the fall, spring and subsequent summer semesters. Since this position will be starting mid-academic year, stipend and tuition will be half the noted amount above. This does not apply for non-refundable enrollment fees, student services fees or any special course fees which will remain the responsibility of the graduate assistant. Tuition is waived at the standard on-campus rate and enrollment in any graduate program having a tuition rate different than the standard rate will be the responsibility of the student to cover the difference in tuition.

Professional Development:

Professional development and extensive training opportunities are available and encouraged. These opportunities can occur but not limited to within the department, the Graduate Assistant Learning community, and within the University. To learn more about being a part of this community, please visit this on-line brochure: <https://indd.adobe.com/view/41585199-552e-4e7a-85e0-4fd537cf3012>