

UNIVERSITY OF KANSAS
The Student Involvement and Leadership Center
Position Announcement
Sorority and Fraternity Life Graduate Assistant

General: The Student Involvement and Leadership Center (SILC) prepares students to become contributing members of society by providing meaningful co-curricular experiences. SILC is responsible for coordinating registered university organizations and providing leadership education experiences for students in addition to providing programs and services to specific target populations including fraternity/sorority members, non-traditional students, and students of all gender identities, gender expressions and sexual orientations. A Student Affairs department, SILC has six full-time professionals and a number of graduate/undergraduate student employees. The Sorority & Fraternity Life (SFL) Graduate Assistant reports to the Associate Director of SILC for Sorority & Fraternity life. This graduate assistant will be responsible for the development, implementation and assessment of comprehensive and experiential programming and will serve as an advisor and resource to fraternity and sorority members. The graduate assistant will collaborate with other SILC staff members and assist the Associate Director in the overall management of the programs, services, and resources provided.

Position Description:

- Co-advise one of two governing councils (Interfraternity Council, or Panhellenic Association) including the executive board and related committees and programs, with the Associate Director of SILC-FSL
- Assist in the advising of SFL auxiliary groups including, but not limited to Risk Reduction Task Force, Peer Judicial boards, Junior IFC, Junior PHA, Order of Omega etc.
- Advise and meet regularly with presidents and officers of eight chapters across the four governing councils
- Assist with the administration and coordination of council-sponsored recruitment and intake programs
- Develop, facilitate, assess educational and leadership programs such as: SFL IMPACT Social Justice Leadership Retreat and Greek Advance
- Coordination community-wide programs, including, but not limited to, Council Officer Turnover Ceremony, Council Officer Transition Workshop, Awards and Recognition Night, Council New Member Orientations, and Council Risk Management Training
- Coordinate student and staff travel to regional conferences such as the Association of Fraternal Leadership and Values
- Present on SILC and SFL during Admissions and First Year Experience events throughout the school year
- Regularly attend SFL staff and SILC staff meetings and assist SILC staff with other assignments and special projects

Required Qualifications:

- Bachelor's degree and acceptance in the Higher Education Master's degree program for the 2016-17 school year.
- Training and/or experience in public speaking and in developing training workshops/organizational programs.
- Must prioritize SILC responsibilities over other employment obligations and work flexible hours and weekends.

Preferred Qualifications:

- Prior undergraduate leadership experiences or full-time professional experience working with Greek organizations.
- Demonstrated ability to work effectively with a variety of constituents both individually and in groups.
- Knowledge of operations and functions of any of the following councils: IFC, MGC, NPHC, and/or PHA.
- Knowledge of critical issues/trends facing Greek organizations and ability to provide appropriate advising and support.
- Training and/or experience in program and curriculum development.
- Must be able to organize work efficiently and work independently.

Wages: \$500 bi-weekly, 50% appointment (\$12.50 per hour)
In-state graduate tuition status/fee adjustment (for those enrolled in Higher Education)
Financial support to attend fraternity and sorority related conferences

Working Hours: 25 hours per week; nine to ten month appointment

Start Date: Anticipated: Early August 2017

To Apply: Must apply through PeopleAdmin and the Higher Education Master's degree program process - <https://studentaffairs.ku.edu/assistantship-application> - email Lindsay Orion at lindsayorion@ku.edu with questions. Eligible persons are invited to submit a letter of application, resume, and names, addresses, phone numbers and e-mail addresses (if available) of three references. Position open until filled.

The University of Kansas is an equal opportunity/affirmative action employer. Applications are sought from all qualified persons

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regardless of race, religion, color, sex, disability, veteran status, national origin, age, ancestry, sexual orientation, and marital or parental status.

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