

UNIVERSITY OF KANSAS
Student Affairs
Position Announcement
Sorority and Fraternity Life Graduate Assistant

General: Since 1873, the social sorority and fraternity organizations have grown to become a vital part of the University of Kansas history and tradition. Today, the sorority and fraternity community represents 43 organizations with more than 4,500 students committed to five core values: Academic Achievement, Civic & Community Engagement, Diversity & Inclusivity, Personal & Professional Development and Holistic Wellness. The Office of Sorority and Fraternity Life (SFL) is the administrative unit of the University that provides support and advocacy for these organizations. The organizations are members of four different governing councils; the Interfraternity Council (IFC), the Multicultural Greek Council (MGC), the National Pan-Hellenic Council (NPHC), and the Panhellenic Association (PHA).

A Student Affairs department, SFL has four full-time professionals, one graduate, and one undergraduate student employee. The Graduate Assistant reports to the Assistant Director of Sorority & Fraternity life. The Graduate Assistant assists SFL with its mission to empower members of the fraternity and sorority community in expression of their respective organizations' values through the embodiment of community shared values. As a part of the SFL staff, the Graduate Assistant works to assist SFL in meeting its commitment to support, lead, engage and inform, through program development, community initiatives, implementation, assessment and community promotion.

Position Description:

- Will collaborate with SFL staff in the overall management of SFL/council programs, services, and resources provided.
- Work in collaboration with SFL staff on social media output/maintenance, website content development and editing
- Maintain/update chapter membership and academic rosters.
- Advise, provide logistical support to, and assess SFL programs such as: Ignite KU, SFL Awards, SFL Preview Day
- Develop and assist in the facilitation of educational programming including, but not limited to: Council Officer Transition Workshops, Special Population Support, Council New Member Orientations, and Council Risk Management Training.
- Coordinate student and staff travel to regional conferences such as but not limited to the Association of Fraternal Leadership and Values, NIC PRIME, NPC College Panhellenic Academy.
- Support SFL's partnership with KU Admissions and First Year Experience through presentation/facilitation support
- Regularly attend SFL staff meetings and assist staff with other assignments and special projects
- Assists with the advising and advocacy of more than 4,500 students, 4 councils (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Association) and with 43 chapters.
- Helps coordinate educational, cultural, and leadership programming activities for individual chapters or officer positions through SFL and its campus partners/departments.
- Assists the Director of SFL on special projects on an as needed basis.

Required Qualifications:

- Bachelor's degree and acceptance in the Higher Education Master's degree program for the 2021-22 school year.
- Training and/or experience in public speaking and in developing training workshops/organizational programs.
- Must prioritize SFL responsibilities over other employment obligations and work flexible hours including occasional weekends.

Preferred Qualifications:

- Prior undergraduate leadership experiences or full-time professional experience working with fraternal organizations.
- Demonstrated ability to work effectively with a variety of constituents both individually and in groups.
- Knowledge of operations and functions of current SFL Councils (IFC, MGC, NPHC, and/or PHA).
- Knowledge of critical issues/trends facing fraternal organizations and the ability to provide appropriate advising/support.
- Training and/or experience in program and curriculum development.
- Ability to organize work efficiently and work independently.
- Proficiency in Microsoft Office Suite, particularly Excel and Teams.

Salary:

\$522 bi-weekly, 50% appointment

Financial support to attend fraternity and sorority related conferences

Length of Appointment: August 2021 – May 2022 (two year commitment preferred)

Working_Hours: 25 hours per week; nine to ten month appointment

Start Date: Anticipated: August 2, 2021

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

The University of Kansas [prohibits discrimination](#) on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)-864-6414, 711 TTY.