



**Graduate Assistant for Fraternity and Sorority Life & Programming
Department of Student Life**

Nature of Work

The Department of Student Life works to enhance the educational experience of all students by facilitating personal growth and leadership opportunities outside of the classroom. The department leadership development model aligns with the Social Change Model, which examines leadership development from the perspectives of the individual, the group, and the community. Additionally, this aligns with the Student Life motto of “Engage, Connect and Belong.” As part of the Student Success Division, the department houses the following areas of student life: Clubs and Organizations, Leadership programs, Student Government Association, Student Media, Student Activities, Community Service, and Fraternity and Sorority Life.

The Graduate Assistant of Fraternity and Sorority Life & Programming is part time position requiring twenty-five (25) hours per week, as well as significant and weekend hours. This position serves as a para-professional staff member for the department. He/She/Ze is responsible for assisting in the development, implementation, administration, and evaluation of an integrated and comprehensive Fraternity and Sorority life program for a diverse student community. Primary emphasis will be working with national social fraternities and sororities. The UCCS community is comprised of six organizations; three fraternities and two sororities, one multicultural citywide organization. The UCCS campus is a non-expansion campus. Additionally, the community has one Greek-wide governing board, Panhellenic Council and Inter-fraternity Council. Evening and Weekend work is required within this role of fraternity and sorority advisement. This individual must have the ability to work independently during variable work hours.

This position will also have expanded roles across the department in programming and assessment. Examples of additional Student Life Programming duties include oversight of 1-2 of our week-long events, serving as the staffing lead for these events, assessment, marketing, social media, and other programmatic functions of the department.

Department and Student Affairs in Higher Education Graduate Assistant Program Agreement

Obtaining a graduate assistant position at UCCS during your graduate program is a steppingstone into professional roles and responsibilities in the field of Student Affairs. Graduate assistants are given experience and developmental opportunities through the practical administrative and student support realms. As such, students who choose to pursue a graduate assistant position during their enrollment in the SAHE program at UCCS are expected to prioritize the position as part of the programmatic learning experience. Graduate assistants must discuss and obtain approval from their position supervisor prior to making time-intensive commitments outside of academics and the graduate assistant position (including the practicum). Failure to comply with the aforementioned conditions may result in reassessment of your graduate assistant role.

Learning Outcomes

This position will directly allow the Graduate Assistant to gain experience in the following ACPA/NASPA student affairs professional competencies:

- Advising and Supporting
- Organizational and Human Resources
- Student Learning and Development
- Law, Policy and Governance
- Leadership
- Assessment, Evaluation and Research

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Supervision Received

This position reports to and receives day-to-day supervision from the Director of Student Activities and Community Service. The appointing authority of this position is the Director of Student Activities and Community Service. Additionally, this position will be evaluated bi-annually, typically at the conclusion of each semester, in order to determine the quality and effectiveness of the work accomplished.

Relationships

Operating under the umbrella of the Department of Student Life:

- This position works closely with the University Center Events Services Office to collaboratively support Fraternity and Sorority room reservations, functions, and event planning.
- As directed, this position works with the Registrar's office to compile and design reports surrounding academic success for students within the Greek Community.
- The position will develop strong relationships with local and regional advisors of each organization.
- The position will work with Residence Life and Housing in developing academic initiatives for the community
- As directed, this position will communicate and work with the Office of the Dean of Students as it pertains to organizational and individual conduct

Position Responsibilities

Fraternity and Sorority Life Operations: *The Graduate Assistant will facilitate the Greek experience through a variety of community operations that include student recruitment, planning essential meetings, designing department reports, and developing productive alumni advisor relationships by:*

- Facilitate weekly President's Council meetings with all organizations Presidents;
- Oversee the organization of National Panhellenic Council (NPC) and National Inter-fraternity Council (NIC) recruitment, as well as the National Pan-Hellenic Council (NPHC) and National Multicultural Greek Council (NMGC) Membership Intake process;
- Collaborate with and serve as the university's primary contact for alumni advisors for conduct and standards board procedures, monthly update meetings, and the overall advisement of each organization;
- Submit monthly reports consisting of all Greek functions, programs, and meetings to the Director of Student Activities and Community Service;
- Compile and present a semester report for the Fraternity and Sorority Community that includes GPA summaries, membership rosters, and organizational functions such as education, judicial outcomes, training, awards, philanthropy efforts, and service hours;
- As needed, meet with students and/or off-campus individuals who are seeking information about the process of starting a fraternity or sorority at UCCS;
- Conduct yearly program assessment projects based on Student Affairs CAS standards;

Advisement: *The Graduate Assistant is responsible for daily Greek organization and student advisement by facilitating the following:*

- Attend all Panhellenic and Inter-fraternity Council(s) and Greek Programming Board meetings, serving as the active campus advisor for these organizations;
- Actively advise Greek organizations through the event registration and planning process for all functions;

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- Actively advise and teach Greek community members on using and submitting documentation through Kx Calendar and other university system needs;
- Plan regularly scheduled meetings with Greek President's and governing board members to ensure clarity in process and facilitate strong relationship building;
- Actively advise and educate student members of the Greek Community on the university's standards and expectations of Fraternity and Sorority Life.

Community Policies and Standards: *The Graduate Assistant will assist with the management of the Fraternity and Sorority Community by:*

- Understand and enforce all university rules and regulations pertaining to National Fraternities and Sororities, all inter/national fraternity and sorority rules and regulations, and all NPC and NIC rules and regulations;
- Understand and enforce rules, regulations, and expectations cited in the UCCS Fraternity and Sorority Life handbook;
- Enforce all rules and regulations surrounding appropriate event registration and documentation, including the execution of appropriate protocol when it comes to organization formals;
- Interpreting and enforcing the student code of conduct, as well as the student organization code of conduct;
- Regularly review Greek handbook and daily operations and update all documents to be reflective of current processes.

Programming: *The Graduate Assistant monitors and advises all Greek organization programming efforts, as well as any department-hosted activities, by:*

- Coordinate the advisement and registration process for all Greek Organization functions (IE: meetings, fundraiser, socials, off-campus events, etc.) through event advisement meetings, calendar management, Student Activities staffing, partnership creation, attending regularly scheduled meetings with Event Services, and overall approval of events;
- Manage and advise on the event advisement process for fraternity and sorority formals and semi-formals;
- Oversee and coordinate the greek-wide service partnership with the Genny's Hope Foundation during the University's Blackout Weekend Program;
- Collaborate with the Greek Programming board to outline, plan and develop the annual Greek Week Program;
- Advise the Greek Programming Board in the planning and execution of the following events: Meet the Greeks, garnering greek involvement during Clyde's kickoff/DisOrientation Week Activities, and Greek Week;
- Plan and host the annual Fraternity and Sorority Life Awards program and reception
- Responsible for working with the Student Activities Team, as well as university clubs and organizations to organize, plan, and staff Roar Daze, the university's spring week program.
- In collaboration with the Student Activities Graduate Assistant, oversee the planning, execution and evaluation of one-half of the student activities team responsible for hosting our 200+ events (these event coordinators and programmatic areas are negotiable)
- Responsible for coordinating and planning other Greek and/or department-related programs as assigned.

Organizational Conduct and Judicial Affairs: *The Graduate Assistant is responsible for working with members of the Greek community who are found violating the Fraternity and Sorority Life Standards, as well as the Student Organization Code of Conduct by:*

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- Scheduling and facilitating conduct-related meetings and formal meetings;
- Assisting with the development of behavioral education;
- Serving as an on-call staff member during the evenings greek organizations host their formals and semi-formals;
- Responding to crisis situations in a timely and efficient manner, while maintaining appropriate levels of confidentiality;
- Serving as an advisor for all NPC and IFC judicial board hearings;
- Communicating with appropriate campus departments regarding conduct of individual Greek students (IE: Dean of Students Office, etc.).

Organizational Training and Education: *The Graduate Assistant is responsible for designing educational opportunities for Greek organizations by:*

- Assist in the coordination of all NPC and IFC-led new member education days/conferences, usually held once a semester.
- Collaborate with the governing councils leadership in organizing each group's training, onboarding, and overall council goals;
- Coordinate and host an annual Winter Greek Leadership day, held within the month of January, to focus on a variety of topics for chapter(s) executive boards;
- Collaborate with different departments on campus for various educational programming, including but not limited to, alcohol and other drug education, safety, hazing, academic success, etc.
- Assist in the coordination of the annual Greek-oriented UCCSlead program through design, execution, organization advisement and outlining requirements for each group;

Miscellaneous duties

- Attend regular meetings with the Director of Student Activities and Community Service, including weekly 1-1's and bi-weekly SAHE program meetings, Campus Programming Team Meetings, department meetings, and others that may arise;
- Undertake the required university trainings as a part of this position that include, but are not limited to, VETS, SafeZone, Motorpool, etc.,
- Serve as the secondary programming Graduate Assistant for the Student Activities team, when needed, by assisting in several processes and functions including B.O.U.N.C.E. meetings, event planning, staff supervision, and staffing of events;
- Assist in the daily operations and functions of Student Life Programming and Activities, as well as the Department of Student Life;
- Serve on department and campus committees as assigned;
- Provide additional support in the areas of assessment for major week programs in Student Life
- All other duties as assigned by the Director of Student Activities and Community Service.

Required Trainings

During their time in the role as Graduate Assistant, the following university training, leadership and new hire programs will be completed:

- Any and all electronic trainings surrounding hiring
- SafeZone training(s)
- V.E.T.S Training
- FERPA Electronic Records Training
- UCCSLead
- Motorpool 15 passenger van training

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- Student Employment Supervision Trainings
- Any additional trainings that may come up through the course of the academic year

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Maintain full-time enrollment in graduate program at UCCS
- Maintain a 3.0 or higher GPA, cumulative and semester
- Active member of a national social fraternity or sorority
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Demonstrated experience in event planning, coordination, and oversight of various events
- Demonstrated experiences in advising students and/or peers in event planning
- Energy, creativity, individual focus, leadership/team development

Preferred Knowledge, Skills and Abilities

- Enrolled/ing in the Student Affairs in Higher Education (SAHE) Master's Program
- Ability to demonstrate practical knowledge of National Panhellenic Conference (NPC) and North American Interfraternity Conference (NIC) member organization polices and protocol
- Familiarity with NPC, NIC, National Pan-Hellenic Council (NPHC), Multicultural Greek Council (MGC), and National Association of Latino Fraternal Organizations (NALFO) governance groups
- Experience working with a recruitment software (preferably ICS) and a campus engagement platform (preferably CampusLabs and Engage)
- Demonstrated experience working with college students, alumni/ae, national Greek representatives, and university administrators
- Previous experience in training or serving as a group advisor/facilitator
- Experience organizing meetings and conferences, including administration and agendas
- Student Advisement and conflict management skills
- Possess energy, creativity, organizational skills, and leadership/team development
- Ability to work effectively with ambiguity and in a high energy, fast-paced environment
- Must maintain critical thinking skills linked with a solution focused attitude, ability to work irregular hours and serve as a member of a team

Compensation *(position will be classified as a Graduate Assistant under the 1502 code for student employment)*

Student Life is excited to offer a compensation package including the following:

- Position will begin July 1, 2020 (Start date is negotiable to earlier or later);
- This position receives \$15.00 an hour and will be paid on a bi-weekly basis;
- Position may receive up to \$200 in local/regional/national conference registration fees to support professional development, based on yearly budgetary projections;
- Compensation for this position does not include benefits, and the GA may not work, on average, more than 25 hours a week. The GA may not hold any other paid employment on any University of Colorado campus, including UCCS. Special permission must be obtained for non-UCCS employment and is not guaranteed.

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University of Colorado
Colorado Springs

Background Check

Successful candidate must pass a background check to include license and educational verification, prior employment verification, sex-offender registry check, criminal history, driving history and credit history.

How to Apply

To apply, please provide the following application materials:

- Cover letter explaining your interest and how your experience would relate to the position
- Detailed resume displaying all related experiences
- 2 References (one reference must be a former supervisor/advisor)

SUPPLEMENTAL MATERIALS: Please provide a drafted action plan with educational steps, measures, trainings, and methods of implementation that addresses the emerging national trends in fraternity and sorority life. This action plan should also include where you believe fraternity and sorority life is heading and the action steps universities must take to help evolve the culture and change to make fraternities and sororities fit into university environments. Please address how you educate fraternity and sorority on these new steps, when their national governing organizations provide significant guidance which may differ from the university's philosophy. Provide details examples.

Department of Student Life

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