



**Graduate Assistant for Student Engagement: Sorority/Fraternity Life and Student Organizations  
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.

This Graduate Assistant of Student Engagement will specialize in advisement, programming and support for the Fraternity and Sorority Life community (FSL), as well as our Student Club and Organization population. This assistantship is a 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, as well as the day-to-day program advisement, support, and trainings held for student clubs and organizations. The FSL community is comprised of six organizations; three fraternities and three sororities, and one multicultural citywide organization. There are currently 160+ student clubs and organizations registered at UCCS. 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.

**Student Life Graduate Assistant Program Agreement**

Obtaining a graduate assistant position at UCCS during your graduate program is a steppingstone into professional roles and responsibilities in a wide array of fields, including Student Affairs. Graduate assistants are given experience and developmental opportunities through the practical administrative, field work, internships, and student support realms. As such, students who choose to pursue a graduate assistant position during their enrollment in any graduate 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 practicums, field work, field hours, study abroad and other co-curricular requirements/programs). 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 Coordinator of Student Clubs, Organizations and Programming. 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 all student organization and FSL 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 campus, local and regional advisors of each organization.
- 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, Advisement, and Support:** *The Graduate Assistant will work with the Coordinator of Student Clubs, Organizations, and Programming to facilitate the Greek experience through a variety of community operations that include student recruitment, planning essential meetings, designing department reports, and developing productive 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 Coordinator for Student Clubs, Organizations and Programming;
- 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;
- 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;
- 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.

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- Understand and enforce rules, regulations, and expectations cited in the UCCS Fraternity and Sorority Life handbook, as well as ones pertaining to National Fraternities, Sororities and all inter/national fraternities and sororities. ;
- Interpreting and enforcing the student code of conduct, as well as the student organization code of conduct;
- 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, as well as enforcing any additional rules/regulations outlined ;
- 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
- Serving as an on-call staff member during the evenings greek organizations host their formals and semi-formals;
- 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.).
- Assist in the coordination of all NPC and IFC-led new member education days/conferences, usually held once a semester.
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***Student Club and Organization Advisement, Programming and Support:*** *The Graduate Assistant will work with the Coordinator of Clubs, Organizations, and Programming to build an experience through a variety of efforts that include:*

- Plan and facilitate Club orientation for all club officers at the beginning of each registration period
- Assist Coordinator of Clubs, Organizations and programming with creation and execution of club trainings to include, but not limited to, finance, marketing, event planning, education, etc.
- Identify opportunities to conduct outreach and promote the ability for students to form new student clubs and organizations
- Oversee and update all aspects of the "Club Match" website
- Attend club meetings regularly to inform students of resources available through Student Life, Student Government and across campus.
- Hold informational meetings with students who are seeking to form new student organizations.
- Coordinate aspects of the student club registration/re-registration process
- Work with student organizations to host engagement opportunities during the fall and spring semesters including Roar Daze and Light the Spine
- Compose regular communications for student clubs and organizations.
- Review events and program requests within Mountain Lion Connect at the discretion of the Coordinator position.

**Miscellaneous duties**

- Attend regularly scheduled meetings with the Coordinator of Student Clubs, Organizations, as well as Campus Programming Team Meetings, department meetings, and others that may arise;

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- 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

### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university
- Ability to demonstrate practical knowledge of National Panhellenic Conference (NPC) and North American Interfraternity Conference (NIC) member organization polices and protocol
- 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 Qualifications**

- Enrolled/ing in the Student Affairs in Higher Education (SAHE) Master's Program
- 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, 2023 (Start date is negotiable to earlier or later);
- This position receives \$18.00 an hour and will be paid on a bi-weekly basis;
- Position may receive funding local/regional/national conference registration fees to support professional development, based on yearly budgetary projections;

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- 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.

### **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 how you would empower sorority and fraternity chapters to implement and strategize ways of promoting their organizations to the student community in order to strengthen their recruitment. Provide details examples.

### **Department of Student Life**

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