



## University Of Central Florida Fraternity and Sorority Life Graduate Assistant Position Description

The position of Graduate Assistant (GA) to Fraternity and Sorority Life is a part-time position within Fraternity and Sorority Life which assists with the development of the Greek community. The GA works closely with the Director and Assistant Director for Fraternity and Sorority Life in maintaining a Greek Community that provides a positive developmental experience for students. The GA will support and challenge student leaders involved in all Greek organizations. Currently, there are over 4000 students with membership in 48 fraternities and sororities.

**Reports to:** Assistant Director/Director of Fraternity & Sorority Life

**Service Compensation/Benefits:** Graduate Assistant(s) will receive monetary compensation equivalent to approximately \$11 per hour for a 20 hour week. A tuition waiver is available through the Office of Graduate Studies, but is not guaranteed. **Additional responsibilities or outside employment must be approved by the Director.**

**Term of Service:** Contracts are semester to semester and will commence as early as possible. (Exact terms are to be negotiated via the FSL/SDES Graduate Assistant contract.)

**Requirements:** Graduate Assistant(s) in Fraternity and Sorority Life are required to maintain a full-time academic schedule; full time for graduate students is nine (9) credit hours but no more than 12 hours of course work per semester. GA's are expected to fulfill the duties of their positions, and this may on occasion require above and beyond 20 hours per week. Due to the nature of Fraternity & Sorority Life's mission, some weeks may be much more time intensive than others. Preference is given to candidates with previous fraternity/sorority experience and to students enrolled in the Master's or Doctoral program in higher education/student personnel.

### Specific Responsibilities

- Coordinate programs, attend meetings, and advise student leaders for at least one governing council: Diversified Greek Council (DGC), Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), Panhellenic Council (PAN), and Greek Council
- Create and facilitate leadership development presentations and activities
- Attend respective retreats and strategic planning meetings
- Serve as an advocate and liaison for the fraternity and sorority community to various constituents, including on-campus and off-campus agencies and departments
- Promote student participation in student life components including: fraternity & sorority life, student involvement, student activities, student organizations, intramural sports, and professional development
- Participate in weekly staff meetings, manage special projects, and represent Fraternity and Sorority Life on select committees
- Assist in recruiting, selecting, and training new student leaders for Fraternity and Sorority Life
- Help to maintain current membership rosters, grade reports, and meeting minutes
- A willingness to work irregular hours including evenings and weekends
- Other duties and/or special projects as assigned

### General Responsibilities:

- Assisting the Director/Assistant Director to which he/she reports
- Serve as a positive role model for students
- Keep regular posted office hours
- Handle sensitive and confidential data in an appropriate manner
- Supervise students' use of office space and resources
- Help develop a strategic plan with short and long term goals and objectives consistent with the mission of Fraternity & Sorority Life



# UNIVERSITY OF CENTRAL FLORIDA

FRATERNITY AND SORORITY LIFE

## Desired Qualifications:

- Solid understanding of Greek organizations
- Excellent written and verbal communication skills
- Supervisory experience
- Event planning experience
- Appreciation of human diversity and diverse ideas
- Knowledge of relevant technology
- Excellent interpersonal skills
- Excellent organizational skills
- Availability to work evening and weekend hours
- Knowledge of leadership development and/or training
- Experience with teaching, training, facilitating, and/or leading groups and individuals

## UNIVERSITY OF CENTRAL FLORIDA

The University of Central Florida was established as a state university in 1963. This modern campus consists of 1,227 tree-covered acres with an enrollment of approximately 63,000 students. The university is accredited by the Southern Association of Colleges and Schools and offers a wide variety of master's and doctoral programs. Further information on graduate programs is available from: **Graduate Admissions, University of Central Florida, AD 230, Orlando, FL 32816-0112 (407) 823-2766.**

### POSITION AVAILABLE:

**Two (2) positions available starting Summer or Fall 2016**

### DIRECT CONTACT:

Cristina Luna, Assistant Director for Fraternity and Sorority Life  
4100 Greek Park Drive  
PO Box 160157  
Orlando, Florida 32816-0157  
(407) 823-2072 Fax (407) 823-2929  
[cristina.luna@ucf.edu](mailto:cristina.luna@ucf.edu)

### DEADLINE TO APPLY:

Open until filled but priority will be given to candidates who apply by **Friday, February 19, 2016 by 5pm. Electronic submissions will be accepted. Please email to [Cristina.Luna@ucf.edu](mailto:Cristina.Luna@ucf.edu)**

### ANTICIPATED START DATE:

Friday, May 13, 2016 – Summer (Preferred)  
Friday, August 12, 2016 – Fall



UNIVERSITY OF CENTRAL FLORIDA

FRATERNITY AND SORORITY LIFE

2016-2017 Graduate Assistant Application Form

Name \_\_\_\_\_ PID \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_ Graduate Degree Major \_\_\_\_\_

Overall GPA \_\_\_\_\_ UCF GPA \_\_\_\_\_ Expected Date of Graduation \_\_\_\_\_

Please list the names and phone numbers of those we may contact as professional references.

Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone \_\_\_\_\_

Please answer the following questions on a separate sheet. Also, please attach a resume or list of related experience, including any applicable experience(s) from community college, community service, or employment.

- 1. Why are you interested in the Graduate Assistant position in Fraternity and Sorority Life?
2. What personal strengths, skills, and abilities can you bring to this position?
3. What do you want to learn as a Graduate Assistant that may not be offered in academic course work?
4. In your opinion, what is the biggest issue facing fraternities/sororities and how would you attempt to fix it?
5. How does this position relate to what you eventually want to do in your future endeavors?

By signing below you acknowledge that you have read the attached position description and agree to fulfill all duties if hired. You also attest that the information on this application and all supporting documents is correct and permit the Office Fraternity and Sorority Life to access your academic and judicial records with the University of Central Florida.

Signature of Agreement \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your interest in a Graduate Assistant position with Fraternity and Sorority Life.

Return completed application, cover letter, and resume to:
Cristina Luna - Assistant Director
Fraternity and Sorority Life, University of Central Florida
4100 Greek Park Drive, P.O. Box 160157, Orlando, FL 32816
Cristina.Luna@ucf.edu

Please contact Fraternity and Sorority Life if you have any questions at 407- 823-2072.