

### Graduate Assistant – Greek Life

**Department:** Student Involvement  
**Reports to:** Senior Program Coordinator  
**Hours per week:** 15-20 hours; July 2016 thru May 2017  
**Compensation:** \$11 per hour

#### **Responsibilities**

The Graduate Assistant for Greek Life supports the development and implementation of a comprehensive fraternal experience for the members of the 40+ social Greek-letter organizations. Specific responsibilities include:

- Assist in advising the four governing councils (CPH, IFC, NPHC, & USFC)
- Assist with both formal and informal recruitment efforts for all councils
- Assist with the planning and implementation of all-Greek programming including leadership retreats, Greek Week, Greek New Member Education, and additional educational activities as needed
- Develop a marketing plan for the Fresno State Greek community
- Manage all Greek Life social media accounts including general Greek Life email
- Update and maintain contact lists for chapters, councils, advisors, and House Corporation Boards
- Track community service hours and philanthropic monies raised for all chapters
- Perform other administrative duties as assigned

#### **Application Process**

Submit a resume and cover letter that addresses your interest and what you hope to gain from the position to Breanne Scogin, Senior Program Coordinator, at [bscogin@csufresno.edu](mailto:bscogin@csufresno.edu). Successful candidate must be admitted to a Fresno State graduate program and enrolled in at least 6 units. **Review of applicants will begin April 29<sup>th</sup>; open until filled.**