

## Graduate Assistantship – Greek Life

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|------------------------|---------------------------------|
| <b>Department:</b>     | Student Involvement             |
| <b>Reports to:</b>     | Coordinator for Greek Life      |
| <b>Hours per week:</b> | 15-20 hours; term August to May |
| <b>Compensation:</b>   | \$11 per hour                   |

### **Responsibilities**

The Greek Life Graduate Assistant will be an essential component to the fraternal experience at Fresno State. This position will assist in developing a comprehensive Greek Life program that will include: advising and/or coordinating activities, programs and initiatives relevant to the advancement of 40 social Greek-lettered organizations. Specific responsibilities include:

- Assist in advising the four governing councils (IFC, NPHC, USFC, and Panhellenic)
- Assist in advising additional Greek governing councils, organizations, or groups
- Assist the Greek Life Coordinator and governing councils in all aspects of formal and informal recruitment (marketing, promoting, and membership selection)
- Assist in the advising, planning, and implementing of all-Greek programming including but not limited to leadership retreats, Greek Week, and educational activities and programs related to personal wellness and development, risk reduction, and interculturalism
- Assist with Greek-related new initiatives relating to our core values of scholarship, leadership, service, and brother/sisterhood
- Other duties may include but are not limited to: assisting with budget preparation for councils and programs, maintaining Greek Life records pertaining to academics, membership, community service, officer and advisor information, assessment initiatives, and regular correspondence with chapter presidents

### **Application Process**

*Submit a resume and cover letter that addresses your interest and what you hope to gain from the position to Eddie Dominguez, Greek Life Coordinator, Student Involvement, at [eddominguez@csufresno.edu](mailto:eddominguez@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 June 1, 2015; open until filled.*