

## SAAHE Graduate Assistant Positions

**Department: Greek Life**

**Position Title: Graduate Assistant – Greek Life**

The **Goals** for a graduate assistant in this position are:

1. To learn the mission and operations of this student affairs department,
2. To translate student learning and student development theory into practice in a reciprocal relationship between coursework and field-based experiences,
3. To develop professional demeanor,
4. To participate in professional development opportunities,
5. To learn to appreciate a multicultural perspective and the value of diversity,
6. To provide job services for the employing department, and
7. To assist with the funding of the student’s education.

**Experiences** that a graduate assistant will have in this position (please list):

- Assist with the advisement of Greek councils (National Pan-Hellenic Council, Interfraternity Council, Collegiate Panhellenic Council, and Multicultural Greek Council), their executive boards, judicial boards, related committees and programs. Specific responsibilities will be determined by graduate assistant’s abilities, interests and programmatic needs, and graduate assistant will have the opportunity to work with all four councils
- Develop officer transition programs and assist in the training of council and chapter leadership at semester retreats and other programs
- Assist with the administration and coordination of council sponsored recruitment, intake and new member programs
- Develop and facilitate programming related to academic initiatives, including programming related to transitions, career planning, time management, and other skills related to scholastic success
- Identify current trends and issues and design and implement presentations and programming related to risk management
- Assist with the advisement and coordination of fraternity and sorority community-wide programs and activities, including but not limited to: Greek Journey: A Leadership Academy, African American Student Leaders Institute, Greek Week, Stand Up and Testify, Greek Gala, Minority Greek Leadership Conference, Organization Recognition, Greek Ambassadors, Order of Omega, and Divine Sistahs Retreat, Stompfest, and Distinguished Gentlemen’s Club

**Learning Outcomes** that the student may experience in this assistantship:

Primary	Secondary	
X	<input type="checkbox"/>	Understand and utilize university and student affairs resources
X	<input type="checkbox"/>	Participate in a variety of collaborative and cooperative

- experiences to learn the value of teamwork
- X  Develop a mentor relationship with professionals and students
  - X  Understand university and organizational politics and utilize them in positive ways
  - X  Learn techniques and methods of assessing, designing, and implementing interventions with individuals, groups and organizations
  - X Understand the organization and administration of this student affairs department
  - X  Use appropriate assessment, evaluation, and research methodologies for the field of student affairs
  - X  Develop critical thinking and decision-making skills
  - X  Develop problem-solving skills
  - X Use educational technology and computer software applications (i.e. Student Information Management Systems, Microsoft Office)
  - X  Use conflict mediation skills with individuals and groups
  - X  Develop teamwork skills and the ability to interact successfully within peer and student groups
  - X  Develop group facilitation skills
  - X  Understand leadership styles of one's self and others and how these styles interact
  - X  Work with students and professionals from a variety of backgrounds and lifestyles
  - X Supervise undergraduate students and provide performance feedback
  - X  Develop advising skills with individuals and groups of students
  - X  Practice the use of appropriate counseling techniques to assist students
  - X Work with a variety of office administration functions (i.e. Recognition Process, Roster Updates, Grade Reports)
  - X  Develop skills to manage the prioritization of professional and personal responsibilities
  - X  Work with event coordination in all aspects of program preparation
  - X  Understand personal career management through involvement in professional organizations, professional mentoring and personal evaluation

**Salary/Compensation** for a \_\_\_ 9 month, **X** **10 month**\*or \_\_\_ 12 month , 20 hour per week position include:

**\*with possibility of summer employment**

X University Health Insurance

X Salary: \$11.54/hour

X Professional Development Budget: \$500.00

X Other benefits: Travel to national and/or regional Greek leadership conferences

**Contact Information:**

Andrea R. Brown  
Coordinator of Academic Development & Risk Management  
Department of Greek Life  
1173 TAMU  
College Station, TX 77843-1173  
979.862.5636  
andreab@greeklife.tamu.edu