STUDENT POSITION DESCRIPTION
Sorority and Fraternity Life Graduate Assistant
Safety Education & Risk Management

Hiring Area: Sorority and Fraternity Life
Supervisor: SFL Staff Member
Application Deadline: As Advertised

Compensation: 20 hour per week assignment at $12.69 hourly rate. Up to $4,950 per long semester based on hours actually worked. Maximum of 390 hours paid per long semester.

Length of appointment: By Academic Long Semester with option to renew for a total of 4 long semesters if mutually agreed by student and supervisor. Option to begin in August may be available.

POSITION OVERVIEW
Sorority and Fraternity Life (SFL) is an area in the Office of the Dean of Students that provides students in sororities and fraternities with support and advisement as well as leadership opportunities and developmental programming to enhance their educational experience. The SFL staff serve as liaisons between the university and the six governing councils - the Interfraternity Council (IFC), the National Pan-Hellenic Council (NPHC), the Texas Asian Pan-Hellenic Council (TAPC), the Multicultural Greek Council, the Latino Pan-Hellenic Council (LPHC), the University Panhellenic Council (UPC), and sororities and fraternities that are part of our affiliate program. This position will work specifically with our safety education program and other prevention and risk management efforts for our community.

This position will work specifically with the Office of the Dean of Student’s safety education program, which is a state mandated program for almost 1000 registered student organizations. While located in the SFL area, this position will support DoS initiatives as well as SFL initiatives during the duration of the appointment.

• Hours to be scheduled between 8:30 a.m. and 5 p.m., Monday through Friday, with some prescheduled evening and weekend hours
• Qualification for in-state tuition rates
• Comprehensive insurance benefits package (September - May)
• Hands-on work in student personnel field, providing excellent work experience

DUTIES AND RESPONSIBILITIES
• Assist with the coordination and implementation of area programs, activities and events
• Assist in the development of program safety initiatives and formulating appropriate policies, procedures, and evaluation
• Recruit, train and supervise eight to ten undergraduate peer educators
• Develop schedule for peer educators and the in-person workshops
• Coordinate outreach opportunities for safety education (i.e., Law School, Pharmacy School, McCombs…)
• Collaborate with other graduate students within SFL to advertise and market the Greek Excellence Standards Program
• Participate in Audits for the Greek Excellence Standards Program
• Advise and coach eight to ten chapters within the SFL community
• Assist and support instructors with courses offered in partnership with the Department of Educational Psychology
• Attend Sorority and Fraternity Life as well as Office of the Dean of Students meetings, programs, activities and events when appropriate
• Assist with administrative functions related to role
• Assist with general office duties as needed
REQUIRED QUALIFICATIONS

- Must be a currently enrolled graduate student (taking at least 9 hours). Preference will be given to Master's and Ph.D. students in the College of Education’s Higher Education Administration program

PREFERRED QUALIFICATIONS

- Interest and knowledge about safety and risks with student organizations
- Experience with Macintosh computer hardware and software or the ability to learn applications quickly
- Ability to utilize concepts of student development in program planning, counseling and administrative duties
- Excellent written and oral communication skills
- Proven organizational skills and strong interpersonal skills
- A desire to work with college students and a commitment to diversity and social justice issues
- Enrollment in the Higher Education Administration program
- Other experience/skills as relevant to specific position responsibilities

STUDENT LEARNING ASSOCIATED WITH THIS POSITION

1. Humanitarianism and Civic Engagement – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. Intrapersonal/Interpersonal Development – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.
3. Personal and Professional Competence – Learn to communicate effectively, pursue goals and maintain well-being.
4. Learning, Application, and Integration – Acquire, process, and connect information to make decisions.
5. Critical Thinking and Problem Solving – Learn how to identify issues, reflect, and creatively develop solutions.

HIRING PROCESS

- If you are a potential graduate/doctoral student in higher education, please participate in the graduate assistant selection process organized by the College of Education.

All other candidates please submit résumé and cover letter to:

Marilyn Russell
Director of Sorority and Fraternity Life
Office of the Dean of Students

The University of Texas at Austin
1 University Station A5800
Austin, TX 78712-0175

Or via email to: marilynr@austin.utexas.edu