FRATERNITY & SORORITY LIFE (FSL) GRADUATE ASSISTANT POSITION DESCRIPTION 2023-2024

FSL MISSION STATEMENT: As part of the Department of Student Affairs, Fraternity and Sorority Life at the University of Northern Colorado exists to foster growth and development among students while forming lifelong bonds through academic, personal, social, and service-based programming.

POSITION EXPECTATIONS: The main responsibility of the FSL GA position is to provide advising, leadership development, and assist in program implementation to students in the following leadership programs.

ABOUT FRATERNITY & SORORITY LIFE: UNC Fraternity & Sorority Life is comprised of 20-25 different fraternities and sororities. Each organization belongs to a governing council (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council and Panhellenic Council). All councils work together and with University staff to promote Fraternity & Sorority Life as a whole and support one another.

Advising and Supervision (50%)
- Attend weekly governing council meetings
- Supervise governing council officers and at least one governing council
- Conduct regular meetings with assigned council officers and chapter presidents
- Attend all meetings and appropriately designated programs of Fraternity & Sorority Life

Administrative Responsibilities (25%)
- Meet weekly with the Program Coordinator for Fraternity & Sorority Life
- Be thoroughly familiar with Fraternity & Sorority Life, differing council, and university policies and procedures
- Be thoroughly familiar with related campus resources

Outreach and Community Development (25%)
- Represent the fraternity & sorority community at campus and community events
- Serve as a member of the Office of Student Life staff and support departmental programs and initiatives

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:
- Bachelor’s degree and full-time enrollment (6+ credit hours) in a University of Northern Colorado Graduate degree program;
- Previous leadership or programming experience and experience supervising student organizations;
- High degree of organization, strong administrative, and communication skills;
- Commitment to learning and developing own understanding of equity, inclusion, and social justice.
- Ability to work in a flexible environment which includes night and weekend events.
- By applying, applicants consent to a conduct check completed by Student Conduct and Accountability.

TRAINING COMMITMENTS:
- Attend the annual Division of Student Affairs & Enrollment Services graduate assistant training day, or equivalent
• Complete annual training in Title IX (harassment identification/prevention), resources to assist distressed students, FERPA, and other training offered by the supervisor
• Additional on the job training will be outlined by supervisor upon start of position

COMPENSATION & CONTRACT PERIOD FOR POSITION
• The Graduate Assistant will receive a stipend of $12,913 for an academic year contract in addition to coverage of in-state tuition and fees. The tuition waiver covers up to 10 credits of graduate-level courses per semester. Graduate students classified as out-of-state will be responsible for covering the difference in tuition and fees.
• This position is full-time, Master’s Level, academic year contract. The contracted period is August 15, 2023-May 15, 2024. The full-time assistantship is appointed 18 hours per week during the contracted period. Graduate Assistants receive sick leave, as outlined in the Paid Sick Leave Policy.
• The Graduate Assistant must be available starting the second week of August and there is potential for employment to start earlier than the contracted dates in coordination with the supervisor of this position and all hours will be compensated or flexed if starting before August 15, 2023.

EMPLOYMENT OUTCOMES:
In this position you gain a wide range of career readiness skills recognized by the National Association of Colleges and Employers (NACE). As a result, of performing the job responsibilities of this position students will increase their knowledge, skills and abilities in the following highly employable areas:

- **Critically Think/ Problem Solving** – Executing sound reasoning while analyzing issues, making decisions and overcoming obstacles.
- **Oral/Written Communication** – Expressing thoughts/ideas in a clear and effective manner both in-person and in written form.
- **Teamwork/ Collaboration** – Building strong collaborative relationships with peers and university/community partners; while demonstrating working through healthy conflict management.
- **Leadership** – Leveraging the strengths of others to achieve a common goal, managing emotions, using empathy to guide and motivate others while organizing, prioritizing and delegating workloads.
- **Professionalism/ Work Ethic** – Demonstrating personal accountability, effective work habits, integrity/ethical behavior, acting with the interests of the larger community in mind and can learn from mistakes.
- **Equity and Inclusion** – Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, abilities and religions. Demonstrating, inclusiveness and the ability to interact respectfully with all people and gain an appreciation of individuals’ differences.

STUDENT AFFAIRS MISSION
We believe that every student has a right to full and equal participation in the university community. We identify and collaboratively eliminate institutional barriers to success and cultivate a student-centered co-curricular experience. We intentionally educate our students on self-awareness, well-being, equity, career readiness, and interpersonal engagement. We seek to understand who our students are and who they want to become. We shape supportive environments for students to grow and belong as they navigate higher education and beyond.

To apply, please submit a cover letter, resume, and references on Handshake, please see job #7907724. If you don't have access to Handshake, please email a cover letter, resume, references and the Application for Administrative Graduate Assistantship document (on the Graduate School website) to allie.zerr@unco.edu AND mallory.tuhkanen@unco.edu.

If you have any questions, please contact Allie Zerr at allie.zerr@unco.edu.