

Center for Student Involvement

Fraternity and Sorority Life

Overview

The Office of Fraternity and Sorority Life, a part of the Center for Student Involvement, believes that well-developed fraternity/sorority life professionals entering the workforce will have a wide range rather than siloed experiences within a Greek community. Serving as a Graduate Assistant in Fraternity and Sorority Life for two years, the Graduate Assistant will experience two different supervisory styles, co-advise the three governing councils at the University of Dayton (IFC, NPHC, Panhellenic or WCPC), help plan and implement several community-wide programs, develop presentation and facilitation skills, and help craft their graduate experience to meet their professional goals. The Office of Fraternity and Sorority Life employs two graduate assistants.

YEAR ONE & TWO

Responsibilities:

- Attend weekly council and executive meetings of the Women's College Panhellenic Council (WCPC).
- Advise the assigned WCPC leadership positions.
- Assist with implementation of the WCPC's primary and open recruitment processes.
- Assist with implementation of all NPHC and WCPC events
- Serve as the chapter coach for assigned 3+ chapters.
- Co-advise the Greek Week committee and assist in facilitating Greek Week events.
- Lead risk management and event registration for all values-based fraternities and sororities
- Advise the Greek Scholarship Chairs in coordinating and implementing Greek academic programs including, but not limited to, financial scholarship distribution, leadership conference programming, and an annual scholarship and awards banquet.
- Assist in researching best practices for fraternities and sororities, implementing fraternity and sorority curriculum, reviewing the annual strategic plan, and updating the community on progress made.
- Advise and counsel individual students on issues related to their fraternity/sorority experience.
- Assist the Director and Assistant Director with leadership experiences, educational programming, and community-wide initiatives from all three values-based Greek councils, inclusive of the Interfraternity Council, National Pan-Hellenic Council, and the Women's College Panhellenic Council.

Related Involvement:

- Attend all Greek community meetings.
- Assist with recruitment and intake programs for that National Pan-Hellenic Council and Women's College Panhellenic Council.
- Assist with other council programming and events, as needed, in consultation with the Assistant Director.
- Maintain electronic records and documentation for WCPC/NPHC.
- Remain up-to-date on all student organization event registration policies.
- Serve as co-editor, with a graduate assistant from Student Life, of the Center for Student Involvement's monthly newsletter.
- Supervised by the Assistant Director of Fraternity and Sorority Life.
- Fulfill other duties as assigned.

YEAR TWO

Responsibilities:

- Advise the Greek Community Relations committee consisting of the Greek Relations chairs from each governing council.
- Assist with the implementation of each NPHC chapter's intake process in accordance with their national guidelines.

- Assist with implementation of the WCPC's primary and open recruitment processes.
- Assist with implementation of all NPHC and WCPC events.
- Establish and maintain listservs for all advisors, House Corporation Officers, each Council, and presidents.
- Assist in researching best practices for fraternities and sororities, implementing fraternity and sorority curriculum, reviewing the annual strategic plan, and updating the community on progress made.
- Advise and counsel individual students on issues related to their fraternity/sorority experience.
- Assist the Assistant Director of Fraternity and Sorority Life with leadership experiences.

Related Involvement:

- Attend all Greek community meetings.
- Participate in all WCPC extension processes.
- Assist in the chartering of NPHC groups and facilitate correspondence with graduate chapter representatives.
- Remain up-to-date on all student organization event registration policies.
- Maintain electronic records and documentation for WCPC/NPHC.
- Supervised by the Assistant Director of Fraternity and Sorority Life.
- Fulfill other duties as assigned.

Other potential experiences to be added for the duration of the assistantship:

- Assist with the implementation of fraternity recruitment, when needed.
- Assist with the implementation of all IFC events, when needed.
- Curriculum development in several areas including, but not limited to: risk management education, leadership development for current and emerging leaders, recruitment counselors, diversity and inclusion, and community-based new member education.
- Advising Order of Omega Honor Society.
- Crafting individual programs for leadership development and community advancement.
- Reviewing and updating the community standardized assessment process.
- Marketing efforts for council, community, and office initiatives which could include website development, publications, and marketing plans.

Renumeration:

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$14,686/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

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