Graduate Professional Assistant
Fraternity and Sorority Life (FSL)
Student Involvement

University Life creates purposeful learning environments, experiences, and opportunities that energize all students to broaden their capacity for academic success and personal growth. Through our innovative programs, partnerships, and services, students discover their unique talents, passions, and place in the world.

Mission Statement
Student Involvement enhances the Mason community by creating dynamic involvement opportunities and fostering student success through co-curricular experiences.

Function:
The Graduate Professional Assistant for Fraternity and Sorority Life is a 20-hour per week graduate assistantship in Student Involvement which is housed in the Division of University Life at George Mason University. As a member of the Student Involvement team, the Graduate Professional Assistant for Fraternity and Sorority Life reports directly to the Assistant Director of Student Involvement for Fraternity and Sorority Life.

Required Skills/Qualifications:
- Must be enrolled in one of George Mason University’s Graduate Programs for the Fall 2016 – Spring 2017 academic year (with preference giving to students in the MAIS Higher Education Program);
- Prior experience with leadership development, program planning, student organizations, and/or assessment and benchmarking techniques;
- Must be reliable, flexible, and dedicated;
- Excellent written, verbal, and interpersonal skills;
- Ability to work in a high-paced, dynamic office atmosphere;
- Must exhibit professionalism and a strong work ethic.
- Must be able to join our team on August 1, 2016;
- Willingness to work some nights and weekends.

Position Responsibilities
- Co-Advise one of the four Fraternity & Sorority Life Councils (Interfraternity Council (IFC), College Panhellenic Council (CPH), National Pan-Hellenic Council (NPHC), Multicultural Greek Council (MGC) and their respective Executive and Judicial Boards;
- Share in the advisement of 35 FSL organizations through the office’s cross council advisory model;
- Meet with council Executive board members on a regular basis and attend the weekly council meetings;
- Assist in support of CPH formal recruitment process, IFC Recruitment process, and NPHC and MGC Intake processes;
- Supervise the FSL Student Program Assistant in the areas of Marketing and Programming;
- Work with Student Program Assistant to develop and execute monthly community building programs and New Member Socials;
- Serve as advisor for Order of Omega National Honor Society;
- Provide support for general Fraternity & Sorority Life programs (e.g., Glance into Greek, FSL Leadership Retreat, New Greek Education, NPHC Step Show, Greek Week, Standards of Excellence, etc.);
• Be an active member on committees within the Student Involvement office and University Life as needed;
• Provide support to other areas of Student Involvement (i.e. Programming, Student Organizations, & Fraternity and Sorority Life) when needed;
• Perform other duties as assigned by the Assistant Director for Fraternity and Sorority Life and/or the Associate Director of Student Involvement.

**Time Commitments:**
The Graduate Professional Assistant position is designed for a 20-hour per week work commitment. At times, the work may require extended hours and/or night and weekend work hours.

**Compensation:**
• The Graduate Assistant position will consist of a $20,170.00 compensation package that includes payment of full-time tuition at the Virginia in-state rate for the 2016-2017 academic year;
• The remaining money will be distributed evenly via stipend on the 1st and 16th of the month for the remainder of the employment contract period;
• The position is a 10-month contract with the possibility of renewal for a second academic year.

**To apply:**
Submit electronically a cover letter, resume, and a list of three professional references to:

Phil McDaniel
Associate Director
Student Involvement
4400 University Drive MSN 2D6, Fairfax, VA 22030
pmcdanie@gmu.edu
si.gmu.edu

**NOTE:** If a candidate wishes to be considered for multiple positions within Student Involvement, he or she may simply indicate which positions on their letter of interest instead of submitting multiple sets of application materials.