



Baldwin Wallace University

Student Life Center/Student Affairs

Graduate Assistant – Fraternity & Sorority Life

CONTACT: Marc West (*he/him/his*)

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POSITION OVERVIEW: The Graduate Assistant for the Student Life Center (SLC) will focus on Fraternity & Sorority Life (FSL) is responsible for implementing the basic goals by promoting individual and community development through daily interactions with students in organizations for which they are responsible. The role of the Graduate Assistant includes the that of advisor, programmer, mentor, resource person, and administrator.

PRIMARY DUTIES AND RESPONSIBILITIES:

General

- Serve as a positive role model for students
- Promote the ideals of the Fraternity & Sorority Life community including brotherhood/sisterhood, leadership, scholarship, service/philanthropy, and social responsibility
- Support campus FSL chapters and organizations, including attending various events and meetings

Advisory

- Advise and/or co-advise FSL councils which could include Interfraternity Council (IFC), Collegiate Panhellenic Council (CPC), Fraternity Sorority Programming Board (FSPB)
- Assist with the planning and execution of New Member Fraternity/Sorority Community Online Modules (FSL 101), New Officers Leadership Retreat (NOLR), Greek Sing and Fraternity Sorority Leadership Institute
- Meet weekly with officers of the assigned organizations
- Attend executive board meetings, general member meetings and events of the organizations
- Set goals with the organizations' members
- Train executive boards of respective student organizations
- Provide leadership development and teambuilding for organization members
- Maintain constant communication including follow-up and feedback with organization members
- Design and implement assessment tools for organization members and events
- Keep Student Life Center staff informed of the organizations' activities

Programming

- Maintain and evaluate programming (including student organization, FSL, and Student Life Center events)
- Work closely with student organizations' programming efforts
- Provide resources regarding programming

Administrative

- Meet regularly with supervisor, including semesterly performance evaluation reviews
- Attend ongoing staff development and training
- Maintain project binders and/or electronic folders as reference tools
- Assist with Student Life Center social media platforms
- Provide written end-of-semester report and maintain current records of events
- Assist other Student Life staff members with their projects as needed
- Attend various Student Life events and required meetings
- Maintain communication with various campus and community constituents

QUALIFICATIONS

- Bachelor's degree
- Enrollment and persistence in a graduate school program of related field (such as Higher Education, Student Personnel, Counseling, etc.)
- Experience and/or interest in programming, event planning, and peer education
- Experience and/or interest in working with college students in an advising capacity
- Experience in computer technology including word processing, database management, marketing campaigns, assessment, social media and/or publication design
- Affiliation in a FSL organization is preferred, but not required

CONTRACT DATES AND SPECIFICATIONS:

- Expected start date for this GA Position: Monday, August 1, 2022
- Expected academic year end date for this GA position: Friday, May 19, 2023
- Ten-month position (*fall 2022 and spring 2023*)
 - If a first-year graduate student, position available for both years of your graduate program pending positive evaluation during year one.
- 20 hours per week
- Evening and weekend work required
- Time away for Baldwin Wallace faculty/staff winter break: December 19, 2022 – January 2, 2023
- Time away for Baldwin Wallace student spring break: March 6 – 10, 2023

COMPENSATION/BENEFITS:

- \$8,500 annual stipend (paid bi-weekly)
- \$1,000 toward tuition each semester (for fall and spring semesters only)
- Staff parking pass
- Recreation Center and Library access
- Other BW staff benefits including, but not limited to, free or reduced-price tickets to BW theater and special events