Position Title: Student Involvement Center Graduate Assistant – Fraternity and Sorority Life

Reports to: Program Coordinator, Community Service and Greek Life, Student Involvement Center 
Contact: Steffoni Schmidt (319) 273-7422, steffoni.schmidt@uni.edu

Terms of Employment:
- Fall semester: 20 hours per week, August 22, 2016 - December 16, 2016
- Spring semester: 20 hours per week, January 9, 2017 - May 5, 2017
- Regular evening and weekend hours will be required.
- Must be available for preparation for sorority recruitment beginning the week prior to school through the weekend of Fall Formal Sorority Recruitment.

Compensation:
- Full assistantship salary is $5,000 per semester.
- Salary will be prorated on a weekly basis for a late start.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- Professional development opportunities are supported, but the degree of support is determined by availability of funds.

Position Description:
1) Provide direct advisement for Order of Omega (Greek Honorary Society) and Greek Week Committee.

2) Interfraternity Council and National Panhellenic Council Development: Assist in the advising of governing councils, develop and facilitate programs for greek community in areas of leadership, educational and social programming.

3) Sorority Recruitment Support: Assist with the preparation for fall formal sorority recruitment, including but not limited to training Recruitment Guides, potential new member management, recruitment event support, Release Figure Methodology, etc.

4) Student Involvement Center Outreach and Event Support: Facilitate outreach presentations, plan and execute student organization fair, and attend university open houses as needed. Will also provide event support to any major Student Involvement Center events.

5) Student Involvement Center Social Media and Website Management: Serve as primary facilitator/manager of all social media outlets including but not limited to Facebook, Twitter, Instagram and HootSuite, and the Student Involvement Center website.

6) Participate as a member of the Maucker Union professional staff.

*Position may be tailored to the specific strengths and experiences of the individual graduate assistant.
Qualifications:
- Must be a full-time, degree-seeking student in a UNI graduate program
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- B.A. degree in education, social sciences, administration, or a related field preferred
- At least one year of activities/leadership programming experience at the undergraduate student leader level required. Exceptional interpersonal and organizational skills are also required.

Application Process and Deadline:

Candidates in the Postsecondary Education: Student Affairs program:
As part of the admissions process to the Postsecondary Education: Student Affairs program, you are required to submit the following documentation in addition to your personal statement: Resume, cover letter, and the Application for Graduate Assistantship to Dr. Michael Waggoner (Mike.Waggoner@uni.edu).

Candidates outside of the Postsecondary Education: Student Affairs program:
To apply, complete the Application Form for Graduate Assistantship (found at http://www.grad.uni.edu/assistantships), then e-mail your resume and cover letter to Steffoni Schmidt (steffoni.schmidt@uni.edu).

For more information on the Graduate Assistantship System and procedures: http://www.grad.uni.edu/assistantships/

Or visit the Postsecondary Education website and view the Assistantships & I-Day information: http://www.uni.edu/coe/departments/educational-leadership-postsecondary-education/postsecondary-education