2010-2011 Position Opening
Graduate Assistant for Fraternity & Sorority Life

The Graduate Assistant for Fraternity and Sorority Life is a graduate position within the Office of Student Activities. This position provides programming and administrative support for the 31 fraternity & sorority chapters at Stony Brook University. The Graduate Assistant will also work with the Inter-Fraternity and Sorority Council (IFSC), which governs the Fraternity and Sorority System. The Graduate Assistant is responsible for completing delegated assignments and projects and is under the direct supervision of the Assistant Director for Fraternity and Sorority Life.

Duties & Responsibilities
1. Assist in providing a broad range of social, cultural, educational programs and related services to the Fraternity & Sorority Community. Such programs include but are not limited to Fraternity & Sorority Information Fairs, Fraternity & Sorority Night, Homecoming activities, and IFSC Week.
2. Assist with the advisement of the IFSC, consisting of a diverse range of fraternity & sorority chapters.
3. Assist with the administration of department sponsored programs, including educational workshops about hazing, alcohol & drug awareness, recruitment, etc.
4. Assist with the membership recruitment process, including related administrative tasks.
5. Develop and implement publicity & marketing materials to promote programs and services.
6. Provide administrative support to the Student Activities Office and Dean of Students Area as assigned
7. Maintain statistics, rosters and records.
8. Manage monthly budget reports.
10. Provide academic reports for organizations.

Qualifications:
Candidates must possess a Bachelor’s degree and be enrolled in a full-time Master’s or Doctoral degree program at Stony Brook University. Membership in a social service Greek-letter organization is preferred. Previous experience working in student activities, campus programming, and leadership development required. Previous experience working with computers is required, including knowledge of Microsoft Office package. Knowledge of Microsoft Publisher software preferred. Strong organizational, human relations and interpersonal skills are necessary. Candidate must be detail-oriented in his/her work and well organized.

Employment Period:
Employment dates to be determined, but will be August 2010 - June 2011. Approximately 20 hours per week, Monday-Friday. Some evenings & weekends included.

Compensation:
This position is in the bargaining unit represented for purposes of collective negotiations by the Graduate Student Employees Union/Communications Workers of America (GSEU), Local 1104. The stipend is to be determined. Candidates may qualify for graduate student health benefits.

Submit Resume & Cover Letter to Kimberly Stokely in SAC 218 no later than April 9, 2010.