

Office of Greek Life Graduate Assistantship Community Service

The Graduate Assistant for Greek Life will work with ugaMiracle and their executive board under the direct supervision of the Associate Dean for Greek Life/Greek Life Advisor.

A. General Responsibilities

1. Schedule at least 10 hours of office time weekly.
2. Attend Panhellenic/IFC/NPHC/MGC meetings, retreats, training, and programs as needed.
3. Attend “after hours” Greek programs/activities/social events as needed.
4. Schedule regular meetings with supervisor.

B. Specific Responsibilities

The exact nature of each of these responsibilities will be determined in consultation with the supervisor. The extent of the responsibility for a particular activity may vary from assisting to full responsibility for part or all of a specific program.

1. Advise ugaMiracle and attend ugaMiracle meetings, retreats, and programs.
2. Coordinate Greek community wide service projects and assist individual chapters as needed.
3. Coordinate annual education of use of community service online data collection system.
4. Coordinate meetings with Greek community service chairpersons/officers for each Council and individual chapter.
5. Coordinate the Greek End of the Year Banquet.
6. Advise Order of Omega.
7. Assist in planning, implementation, and monitoring of Greek Life programs as needed.
8. Prepare annual report for Greek Life.
9. Perform other duties as assigned.