

**Greek Life Office
Graduate Assistantship
Risk Management**

The Graduate Assistant for Greek Life will work with fraternities and sororities and their respective governing groups, 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. Schedule regular meetings with supervisor.
3. Attend IFC, Panhellenic, NPHC, and MGC meetings/retreats/training as needed.
4. Attend Aafter hours@ Greek programs/activities/social events as needed.

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. Coordinate and provide annual education for the social event management system for all groups.
2. Provide needed monitoring and follow-up with groups that have judicial sanctions.
3. Provide needed monitoring and follow-up for fire safety requirements.
4. Provide needed monitoring and follow-up for Greek Standards of Excellence program.
5. Provide needed monitoring and follow-up for Plan of Accountability (POA).
6. Provide additional support for the Greek Advisor for Housing Management.
7. Assist with Greek leadership programming as needed.
8. Assist in planning and implementation of Fraternity Rush.
9. Provide workshops/retreats for new officers of individual chapters as needed.
10. Assist in planning and implementation of various education programs and/or training sessions such as the New Member Education Series and Fraternity Rush Leader Training.
11. Prepare annual report for the Greek Life Office.
12. Perform other duties as assigned.