

University of Rochester

Position Description

Fraternity and Sorority Affairs – Graduate Assistant

The mission of Fraternity and Sorority Affairs is to advise, advocate for, and promote the learning and development of fraternity and sorority members through collaborative partnerships which support the University's mission and vision and values.

The Graduate Assistant for Fraternity and Sorority Affairs is a para-professional staff member for Fraternity and Sorority Affairs (FSA) in the Office of the Dean of Students.

As a staff member in Fraternity and Sorority Affairs, the graduate assistant is directly involved in student group advising, leadership training and development, in addition to coordinating support, as needed, for services and programs of areas within the Office of the Dean of Students. This position requires the flexibility, ability, and willingness to work nights and weekends in structured and unstructured settings with students, staff, and faculty. There are some opportunities for remote work.

The primary areas of responsibility for the Graduate Assistant for Fraternity and Sorority Affairs are as follows:

Expectations for Excellence Program and Chapter Development (55%)

The Expectations for Excellence is Rochester's accreditation program for the sorority and fraternity community. It was designed to ensure that organizations are aligned with the values and priorities of the University of Rochester and engage in an annual self-reflection which promotes their learning and development as chapter leaders.

- Manage logistical details for the Expectations for Excellence process, including selecting and training volunteer reviewers, managing the document submission process, coordinating chapter presentations, and collecting and evaluating review feedback.
- Provide training, education, and support to organizations throughout the Expectations for Excellence process with direct coaching to chapter leaders through all aspects of this program.
- Meet individually with chapter leaders to discuss their Expectations for Excellence results and plans of action.
- Serve as the main FSA point of contact for all questions related to the Expectations for Excellence, serving as a resource for undergraduates, alumni, staff, and faculty in managing the accreditation program.
- Serve as a reviewer through the Expectations for Excellence process, providing feedback on document submissions as well as presentations.
- Coordinate assessment of the Expectations for Excellence process, including using rubrics to track chapter learning and accomplishments.
- Serve as a member of the Fraternity/Sorority Standards Subcommittee and organize all meeting agendas, minutes, and communication associated with the functioning of this committee.
- Develop programming and educational resources to help chapters meet the requirements laid out in the Expectations for Excellence.
- Create opportunities to recognize exceptional accomplishments and performance in the Expectations for Excellence standards.

Order of Omega Advisor (15%)

- Serve as the primary advisor to the Order of Omega honor society, a group whose purpose is to recognize the top fraternity and sorority members in the areas of scholarship, leadership, and service.
- Support major initiatives by the Order of Omega, including membership selection and initiation, the Greek or Treat Halloween event, facilitating sessions at the New Member Orientation program, and other educational initiatives hosted by the Order of Omega.
- Act as a liaison between the National Order of Omega and the Theta Iota chapter at the University of Rochester, ensuring students have access to all resources and support provided by the national organization.

Chapter Coaching (10%)

- Serve as the chapter coach to a small portfolio of chapters from each council. Chapter coaches meet monthly with chapter presidents to provide guidance in leadership and personal development, conflict resolution, risk/crisis management, and programming.
- Review Activity Registration on CCC platform and ensure adherence to university, FSA, and WCSA policies related to events and activities.

Fraternity and Sorority Leadership Programming (10%)

- Provide secondary support to the planning and implementation of major FSA leadership programs, including Fall and Spring New Member Orientation, the New Member Educator's Institute, the Expectations for Excellence Strategic Planning Day, and the Fall and Midyear Leadership Trainings.
- Work with the associate director for leadership programs to market the medallion program to fraternity and sorority members, determine how FSA-specific programs should count for medallion credit, and track fraternity/sorority participation in medallion workshops.

Administrative (10%):

- Report directly to, and meet weekly with, the assistant director of Fraternity and Sorority Affairs and serve as a member of the FSA staff.
- Attend Office of the Dean of Students Third Thursday staff meetings.
- Attend bi-weekly FSA staff meetings.
- Chair the Awards Committee to select the winner of the annual Expectations for Excellence achievement awards.
- Serve as the FSA Representative in departmental and/or College committees, as needed.
- Attend meetings of the Fraternity and Sorority Standards Subcommittee.
- Attend various FSA sponsored programs such as staff meetings, monthly All-Fraternity and Sorority Presidents' Meeting, etc.
- Attend various IFC, MGC, PHA, and member groups, sponsored programs and meetings as needed.
- Other duties of special interest to the graduate assistant or as assigned by the Director or Assistant Director.

Time Commitment

10-12 hours per week including some evening and weekend events. During peak times of the Expectations for Excellence process (November through January), additional hours will be available. Term of position is August 1- June 30 with possible reappointment.

Qualifications

Minimum requirements for the position include, but are not limited to:

- Must be a full-time, matriculated graduate student in a Masters or Doctoral program at the University of Rochester.
- Strong leadership, campus programming, detail management, and student organization experience preferred.
- Ability and flexibility to work independently and in conjunction with the College community.
- Affiliation or experience with a fraternity or sorority preferred, but not required.
- Interest in a two-year appointment preferred, but not required.

Remuneration

\$16.50/hour

Questions can be directed to jay skye, assistant director of Fraternity and Sorority Affairs, at (585) 275-3167 or via email at jay.skye@rochester.edu.