

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 the Communal Principles of the College

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. The assistantship is focused on four key initiatives: (1) overseeing the Expectations for Excellence chapter accreditation program, (2) supporting the three governing councils, including attending their weekly meetings, (3) providing assessment and evaluation of FSA operations and initiatives, and (4) coordinating communication of FSA initiatives through print and social media.

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.

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

1. Expectations for Excellence Program and Chapter Development (40%):

- Serve as the FSA liaison to the chapters for their Expectations for Excellence plans and assist affiliated student officers in developing a network of chapter support from the Chapter Advocates, Alumni, Faculty Advisors (where applicable), other staff, etc.
- Work with the EE Undergraduate Program Assistants to manage the accreditation review process, including selecting and training volunteer reviewers, managing the document submission process, coordinating chapter presentations, and collecting and evaluating review feedback.
- Provide consultation with individual chapters and the greater fraternal community regarding the 12 standards of the Expectations for Excellence.
- Review Expectations for Excellence plans with each chapter.
- Coordinate trainings and workshops including Expectations for Excellence 101, Expectations for Excellence Consultations, and Expectations for Excellence Document Reviews.
- Work with the Office of the Dean of Students (ODOS) office staff, including FSA and the Rochester Center for Community Leadership (RCCL) to develop training programs for chapters in the five areas of the Expectations for Excellence: Scholarship, Community Building and Programming, Character and Values, and Leadership Organizational Management.
- Build positive working relationships with chapter officers, chapter advocates, and alumni advisors.
- Serve as a member of the Fraternity/Sorority Standards Subcommittee, along with the Director of Fraternity and Sorority Affairs, and organize all meeting agendas, minutes, and communication associated with the functioning of this committee.

2. Council Advising (25%):

- Attend weekly meetings of the Interfraternity Council (IFC), Panhellenic Association (PHA), and Multicultural Greek Council (MGC), providing them with staff support as necessary and serving as a liaison to the FSA staff.
- Advise, advocate for, and support the executive board of the three governing councils.
- Identify/share resources from national umbrella associations (NALFO, NPHC, NPC, NIC, and NAPA) with council officers. Provide collaborative support with nearby institutions for city-wide chapters.

- Advise executive board officers and delegates of the three governing councils and their member organizations as it relates to the Expectations for Excellence.

3. Assessment and Evaluation (15%):

- Support assessment and evaluation of FSA operations and initiatives, creating surveys and evaluation methods, as necessary, for FSA programs.
- Compile data and reports relevant to the operations of FSA, such as new member rosters, grade reports, and involvement records.
- Monitor FSA staff progress on Assessment Tracking Maps (ATM), which outline major goals for the FSA unit and methods for evaluating them.

4. Communication (10%):

- Maintain print publications for FSA, including a brochure highlighting the services provided by the unit.
- Organize written communication of FSA initiatives for chapter leaders, such as the calendar of events, relevant deadlines, and major programs.
- Oversee FSA social media account, ensuring it is used to communicate important information.

5. Administrative (10%):

- Report directly to, and meet weekly with, the Director of Fraternity and Sorority Affairs and serve as a member of the FSA staff.
- Attend Office of the Dean of Students First Friday 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

20 hours per week including some evening and weekend events. Term of position is July 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

\$12.35/hour

Questions can be directed to John DiSarro, Director of Fraternity and Sorority Affairs at (585) 275-3167 or via email at John.DiSarro@rochester.edu.