



Student Activities And Greek Affairs

Hiring Department: Office of Student Activities & Greek Affairs,
Division for Student Development

Position Title: Graduate Assistant for Sorority & Fraternity Life

Position Time: Part-Time (20 hours), 10-Month (August-May)

Compensation: \$7200-7700, 10-month, plus tuition benefits

A graduate internship in the Office of Student Activities & Greek Affairs at Loyola University Chicago is an excellent opportunity for Graduate Students who want to gain experience in Student Affairs. This position, which is made up of various responsibilities, offers the Graduate Assistant firsthand knowledge of what it takes to make student life at a Jesuit University run smoothly, efficiently, and above all appealing to the student body with an emphasis on Sorority & Fraternity Life.

Duties and Responsibilities of this position include, but are not limited to:

- Advise, mentor, and consult for individual fraternity and sorority chapters.
- Assist in the planning and implementation of fraternity and sorority recruitment.
- Assist in organizing special events such as Sorority & Fraternity Life Awards and Assessment Program, Meet the Greeks, Greek Leadership Retreat and workshops/trainings.
- Plan and implement community development initiatives and programming based on the values of scholarship, service, leadership, and unity.
- Recruit, train, and advise the Greek Community Board.
- Advise Order of Omega, the national fraternity and sorority honor society.
- Co-advise the Interfraternity Council (IFC), Panhellenic Council (PC), and Multicultural Greek Council (MGC) with the Sorority & Fraternity Life.
- Attend all council meetings and events
- Support both Student Activities & Greek Affairs and Department of Student Life events and efforts.
- Mandatory attendance and assistance at: Welcome Week, President's Ball, Finals Breakfasts, Sorority & Fraternity Life Awards and Assessment Program, Diversity Recognition Ceremony and Damen Awards. Attend bi-weekly Student Life, SAGA, and Student Life graduate and staff meetings.
- Meet weekly with Coordinator for Sorority & Fraternity Life
- Other duties as assigned.

Qualifications for this position, but are not limited to:

- Demonstrated leadership ability and a desire to work with college students.
- Must be detail oriented.
- Proficiency with word processing, Microsoft Excel, and other database computer programs.
- An appreciation of Jesuit education traditions.
- Skills in program planning, implementation, and evaluation.
- Previous experience in Student Affairs, activities, and Sorority & Fraternity Life a plus.
- Ability to work night and weekend hours as needed.

The Office of Student Activities and Greek Affairs encourages candidates to apply who identify as being from diverse backgrounds with regard to ethnicity, culture, gender, sexual orientation, faith tradition, physical ability, and experience. Unique identities and perspectives are valued in this office as well as throughout this university.