

Office of Fraternity and Sorority Affairs
Greek Affairs Graduate Assistant
Position Description

I. Identifications

Title: Graduate Assistant
Office Location: 15 Bartlett Street, College Avenue Campus
Position Status: 10-month position, 20 hours per week
Start Date: August 20, 2007
Completion Date: May 30, 2008
Reports to: Dean or Assistant Dean of Fraternity & Sorority Affairs

II. Position Qualifications

A Bachelor's Degree is required. Enrollment as a Rutgers University graduate student is required. Candidates experienced with Greek organizations, student organizations and leadership development are encouraged to apply. Greek affiliation is preferred, but not required.

III. General Responsibilities

The OFSA Graduate Assistant is a 9 - month position that reports directly to the Dean/Assistant Dean of Fraternity and Sorority Affairs. Responsibilities of this position may include several of the following: Community Standards Board Advising, Advising for Category Four chapters, governing council advising (IFC, Panhellenic, NPHC), chapter advisor communication/ education, New Member Orientation, chapter officer training and evening office hours at OFSA.

IV. Remuneration

1. Furnished on-campus apartment from August 1, 2007 through May 30, 2008. This is a two-bedroom apartment, which is shared with another OFSA Graduate Assistant.
2. \$500.00 (\$250.00 each semester) placed directly on the Knight Express card to be used in the campus dining halls/student centers.
3. One-year membership in the Association of Fraternity Advisors.