



# MISSISSIPPI STATE UNIVERSITY™ FRATERNITY AND SORORITY LIFE

## Office of Fraternity and Sorority Life Graduate Assistant

9-Month (August 16th- May 15th)

Main Campus- Colvard Student Union Suite 300

### **Fraternity and Sorority Life Overview**

Through collaboration with international organizations, alumni, and the Division of Student Affairs, the Office of Fraternity & Sorority Life at Mississippi State University rosters a well-rounded college experience by providing membership development, academic support, and engagement opportunities.

In addition to this mission statement, the Office of Fraternity & Sorority Life works with chapters to promote success in four primary areas: Academic Excellence, Chapter Advancement, Member Development, and Member Wellness. These four areas have been outlined by our office as the foundation of healthy fraternity and sorority chapters, and advance the missions of each of our chapters in line with the Division of Student Affairs at Mississippi State University values and goals. Below is a description of each of the focus areas and how they align with the Division of Student Affairs and Mississippi State University.

### **Qualifications:**

- Current or entering, full-time graduate student at MSU
- Student organization involvement (fraternity/sorority affiliation preferred)
- Event planning experience
- Strong writing, public relations and communication skills
- Ability to work autonomously and be organized and detail-oriented
- Evening and weekend hours required

### **Primary Function of Position:**

The primary responsibility of this position is to assist with the needs of Fraternity and Sorority Life including the National Pan-Hellenic Council, Panhellenic Council, Interfraternity Council, and Multicultural Council.

### **Specific Duties:**

- Assist in advising all councils' daily needs including recruitment, intake, executive boards, and programming efforts
- Trains and oversees chapter leaders in maintaining membership and academic records of member organizations of the councils
- Update/publish Fraternity and Sorority Life marketing materials (brochure, display board, website, etc.)



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- Coordinate programming for Fraternity and Sorority Life including, but not limited to the Ritter Awards Banquet and leadership/educational programming.
- Assist in supporting all student organizations of MSU through the Difference of One.
- Work with the staff to assist in day-to-day operations of the Office of Fraternity and Sorority Life including: maintaining office hours, chapter rosters, and weekly updates.
- Attend weekly staff meetings
- Assist with the planning and execution of Fraternity and Sorority Life and Greek council major events
- Assist with coordination, preparation and distribution of advertising and promotional materials for activities hosted by the Office of Fraternity and Sorority Life
- Attend weekly one-on-one with supervisor, Assistant Director of Fraternity and Sorority Life
- Assist with other duties as assigned

**Remuneration:** \$8,740 (9-month stipend) and tuition waiver (71% coverage and does not include required fees). Professional Development opportunities are available to include funds for conference registration and travel.