

Leadership Programs
Graduate Administrative Assistant for Greek Life
Job Description

Office Description

Leadership Programs promotes student involvement, out-of-class learning experiences and leadership skill development as an integral part of a university education. Leadership Programs provides programming and support to the areas of Leadership Development, Greek Life, and Student Organizations. Leadership Programs is a unit of the Division of Student Affairs.

Duties and Job Responsibilities

- Assist the advising of campus social Greek organizations and governing councils, including: attending chapter/council meetings, attending chapter/council events, recruitment activities, planning meetings, new member presentations, etc.
- Educate chapters/councils on various University policies and procedures, including: hazing policy, sexual misconduct policy, alcohol/drug policy, and all other general policies/procedures outlined in the GSU Student Code of Conduct.
- Create a weekly newsletter for the Greek community
- Keep an accurate all-Greek calendar of events.
- Provide direction and support for chapter/council events and programs.
- Assist with the planning and implementation of Greek Life programming, including: Greek Awards, Greek Week, Meet the Greeks, National Hazing Prevention Week, all-Greek philanthropy events, Faculty/Staff appreciation event etc.
- Perform and compile program evaluations for all programs pertaining to Greek Life.
- Update all Greek Life online and social media platforms including the Greek Life website.
- Conduct recruitment meetings with any chapter planning on taking new members each semester.
- Oversight of Order of Omega and/or GAMMA
- Other duties as assigned by the Coordinator of Greek Life and/or other professional staff from the office of Leadership Programs.

Minimum Qualifications

- Applicant must be enrolled full-time in a graduate program at Georgia State University
- Ability to work fall and spring semesters
- Ability to work both independently and within diverse groups in fast paced work environment
- Knowledge of Microsoft Office (i.e., Word, Excel, Access, etc)
- Knowledge of office environment and administrative duties
- Excellent written skills and editing knowledge

Preferred Qualifications

- Experience in working with fraternities and sororities
- Experience with leadership development, teambuilding activities & training techniques
- Experience with programming and planning of events
- Strong interpersonal, oral and written skills
- Effective organizational and time management skills
- Extensive knowledge of Microsoft Office software applications
- Experience with technology with emphasis in social media (i.e., iMovie, audacity, Facebook, Twitter)
- Excellent interpersonal and customer service skills

Appointment Level II, 20 hours per week; Compensation - \$3,600 stipend per semester, plus tuition waiver

Applications can be submitted online at <https://orgsync.com/32900/forms/252118>. Questions regarding the position can be sent to Matthew Mitchell, Greek Life Coordinator, at mmitchell62@gsu.edu or via phone at 404-413-1582.