



**Student Engagement: Fraternity & Sorority Affairs**  
**Graduate Assistant**  
**Job Description**

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**Summary of Job Function**

The Student Engagement Graduate Assistant within Student Leadership and Involvement works closely with professional staff for Student Engagement – Fraternity & Sorority Affairs, as well as campus and community partners and initiatives. The GA is expected to create new programming as it relates to Student Engagement functions, evaluate current programming and areas of improvement for those programs, identify new ways to recruit and engage students within the fraternity and sorority community, and serve as a mentor/advisor for the student leaders involved in this function of the office. The GA serves as a representative of the office to students and other stakeholders, attending on/off campus meetings, marketing initiatives, help advise three fraternity/sorority governing councils (Interfraternity Council, National Pan-Hellenic Council, and Panhellenic Council), and staffing departmental and Student Affairs events as needed.

**Student Learning/educational activities performed by the Graduate Assistant:**

- Advising students
- Planning programs
- Mentoring
- Collaboration

**Duties and Responsibilities**

- Co-advise three governing bodies of the University of Memphis' social Greek letter organizations: Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), and/or the Panhellenic Council (PAN) and their member chapters, and assist with the advisement of the two remaining councils.
- Plan and present educational programs for fraternity/sorority community members on risk management and membership accountability topics including, but not limited to hazing, alcohol/substance abuse, Title IX/sexual assault prevention, relationship violence, racism, heterosexism, inter-fraternalism, and scholarship.
- Assist with the planning of the annual FSA Awards Ceremony.
- Oversee Order of Omega Greek Honor Society.
- Plan and execute a variety of fraternity and sorority programming initiatives including, but not limited to Greek Week and the Fraternity & Sorority Leaders' Retreat.
- Oversee the fraternity and sorority community-wide calendar.
- Support the planning and implementation of IFC and PAN formal recruitment and support NPHC intake activities.
- Develop and implement assessment outcomes for the fraternity and sorority community including collecting and compiling data from FSA educational and training programs.
- Develop and implement a more robust policies and procedures manual for the fraternity and sorority community.

- Assist and develop/update various marketing materials such as the University of Memphis Greek look book, orientation materials, social media graphics, and more.
- Collaborate with campus partners to broaden the audience the Greek community reaches, increase visibility, and build campus relationships.
- Other duties as assigned.

**NASPA Professional Competencies**

As a result of the experiential nature of these positions, Graduate Assistants will become proficient in the following NASPA Professional Competencies:

- Advising and Supporting
- Assessment, Evaluation, and Research
- Ethical Professional Practice and Personal Foundations
- Leadership
- Student Learning and Development

**Compensation:**

Full tuition waiver for Fall/Spring semesters, up to nine hours, and a \$1,000 monthly stipend.

Contact Logan Albert for additional information. I, [ltalbert@memphis.edu](mailto:ltalbert@memphis.edu)