

**DEPARTMENT OF CAMPUS LIFE**  
**Oklahoma State University**  
**Fraternity and Sorority Affairs**  
**Graduate Teaching Assistant Panhellenic Council**  
**Job Description**

**Responsibilities:**

- Assist Campus Life staff with instruction of freshmen orientation courses or Leadership Development staff with leadership minor courses/leadership development courses
- Assist Fraternity & Sorority Affairs Staff with advisement of Panhellenic and Multicultural Greek Councils. Should be available to attend all Council meetings and Council Executives meetings.
- Assist with advisement and facilitation of Panhellenic Fall Recruitment. (30%)
- Assist with advisement of Fraternity & Sorority Affairs programs including Greek Week, Greek Discovery Day, Spring Sing, Council Officers' Retreat, Chapter Officers' Retreat, and all training and development, etc.
- Assist with advisement of Greek organizations, such as Order of Omega, Greek Ambassadors, etc.
- Campus Life assignments, as necessary.

**Reporting Relationship:**

- The individual selected as the Graduate Assistant for Fraternity and Sorority Affairs shall report to the Manager/Coordinator of Fraternity & Sorority Affairs. This individual will also provide assistance to the Senior Unit Assistant in the Office of Fraternity & Sorority Affairs as needed.

**Length of Assistantship:**

- The assistantship shall be for 12 months with opportunity of a second term, if agreeable to both the Graduate Assistant and the Manager/Coordinator of Fraternity & Sorority Affairs.

**Compensation:**

- The compensation for this position shall be \$1100 per month (20 hours per week) for 12 months.
- Out of State portion of tuition may be waived for qualified candidates
- Up to 6 hours of in-state tuition waived
- Optional health insurance program

**Qualifications:**

- Qualifications for this position include admission to a Graduate Program at Oklahoma State University.
- Preference will be given to those students pursuing advanced degrees in Higher Education Administration, Student Personnel Administration, Occupational and Adult Education, Psychology, Counseling, Sociology, Business Administration or other behavioral science.
- Good oral and written communication skills as well as ability to relate to diverse populations are required for this position.
- Experience in Student Activities/Campus Life (especially with co-curricular programming) as well as an understanding of the Panhellenic, Interfraternity, National PanHellenic Council and Multicultural Greek Council's purposes and their relationship within the University Community is highly desirable.