Position Responsibilities

While serving as an adviser and resource to the Fraternity and Sorority Life community, this position will assist the community in planning and organizing educational and social programming, including: coordination of recruitment, facilitation of officer transitions, and training of Greek governance leadership.

1. Meet with supervisor weekly to discuss:
   a. Vision, goals, and action plan for Fraternity and Sorority Life
   b. Chapter and governing board general updates, as well as areas of need within the community.
   c. Personal/professional development in relation to assistantship and work in student affairs.

2. Serve as primary liaison, resource, and adviser to Interfraternity Council, Panhellenic Council, and Greek chapter leadership.

3. Familiarize self with UW-La Crosse rules, regulations, policies, services, facilities, and contact information.

4. Regularly assess student interest in current programs and ideas for new projects.

5. Maintain constant awareness of activities and events being held across the campus, locating gaps or times when options for groups to program are available.

6. Be familiar with national trends regarding Greek letter organizations and related educational and programmatic opportunities.

7. Organize and facilitate programming for the community, such as:
   a. New member trainings
   b. Leadership development
   c. Presidents’ Roundtables
   d. Officer transitions
   e. Risk management education

8. Maintain an awareness of campus activities and programs that offer an opportunity to partner with Fraternity and Sorority Life or serve as an educational opportunity for the Greek community.

9. Complete semestery and annual reports and paperwork as required by the program.

10. Serve as engaged member of the University Centers staff by:
   a. Assisting in the implementation of University Center’s mission to provide a welcoming environment that facilitates learning opportunities, embraces diversity, and enriches the campus experience.
   b. Attending regular University Centers staff, sub-unit, and staff training meetings.
   c. Cooperating with other graduate assistants and full-time staff in University Centers and attending regular meetings with graduate staff and supervisors.
   d. Maintaining regular office hours (20 hours per week minus regular meetings)

11. Complete other programmatic and administrative functions as needed.

Students enrolled in the Student Affairs Administration program are preferred.

“The University of Wisconsin – La Crosse is committed to providing equal educational and employment opportunity regardless of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital, and parental status.”