

Fraternity Graduate Adviser Position Description

UNIVERSITY OF MIAMI * DEAN OF STUDENTS OFFICE

Activities and involvement outside the classroom are a significant part of each student's education. Through graduate assistantships, internships, and practicum experience, the Dean of Students Office seeks to provide experiential learning opportunities and the promotion of intellectual, cultural, social, vocational, physical, psychological, and spiritual growth, and preparation for life outside of the University. The Dean of Students Office is also committed to providing meaningful paraprofessional experiences for graduate students intending to pursue careers in student affairs or related higher education areas.

Qualifications

- Acceptance to, or current enrollment in a University of Miami graduate or professional program as a full-time student
- Desired candidates will be enrolled in the Master of Science in Education (Student Life & Development) or Master of Science in Education (Enrollment Management) program; other graduate programs will also be considered
- Willingness and ability to assume 24-hour on-call responsibilities
- Demonstrated ability to plan and present undergraduate student programming and demonstrated public speaking experience
- Exceptional written and oral communication skills
- Excellent organizational skills

Core Responsibilities

The Fraternity Graduate Adviser is a member of the Dean of Students Office staff and serves as a live-in liaison to one of the seven campus fraternity houses located just off campus. The Fraternity Graduate Adviser is expected to have a strong working relationship with the chapter's Adviser(s), national headquarters, and housing corporation leadership. The FGA transmits information on behalf of the Dean of Students Office, the Interfraternity Council, and other relevant governing bodies and/or organizations to the residents of the fraternity house. The Fraternity Graduate Adviser is entrusted with general oversight and management of all house-related operations and assists by providing advice, guidance, or material resources as required or requested.

Other Responsibilities

- Report directly and jointly to the Associate Dean of Students & Director of Greek Life and the Associate Dean of Students & Director of Judicial Affairs and attend regularly scheduled supervisory meetings
- Advise the chapter officers individually and collectively through attendance at weekly executive board meetings and chapter meetings where appropriate
- Assist the chapter's executive board with fall and spring new member recruitment
- Be visible, available, and accessible to students
- Participate in fall FGA training retreat

- Participate in bi-weekly FGA meetings, manage special projects, and advise students on select committees and/or councils
- Perform regularly scheduled weekly office hours as directed
- Assume duty on 24 hour FGA on-call roster as needed
- Maintain occupancy list and report violations of policy
- Conduct regularly scheduled house health and safety inspections
- Attend and assist at general fraternity and sorority community events as assigned
- Conduct at least 2 pre-approved educational programs per semester for the fraternity membership as assigned
- Perform other general duties as assigned by the Dean of Students Office, including but not limited to student event management and attendance

Compensation

The FGAs are compensated by the University for 20 hours of work per week. The contract is ten (10) months, August-May, at a rate of \$18,000 for the academic year and is paid in monthly increments.

Additionally, the FGAs are compensated by the Housing Corporation of the Fraternity where they are assigned to work through the provision of a room in the Chapter House and other benefits including a meal plan or the equivalent and a monthly stipend.

Positions Available: Five (5) positions available starting August 2020

Submission: Interested applicants must send a resume and formal cover letter addressing their qualifications and interest in the position.

Deadline to apply: Open until filled but priority will be given to candidates who apply by February 21, 2020. The review of applicant materials will begin on February 24, with preliminary interviews to follow soon after. Electronic submissions are preferred and can be sent to: cluna@miami.edu

Contact Information

Cristina Luna, Assistant Dean of Students and Director of Greek Life
 University of Miami
 Dean of Students Office
 P.O. Box 248106
 Coral Gables, Florida 33124-6922
 305-284-5353