

Greek Life Graduate Assistant 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
- Demonstrated ability to plan and present undergraduate student programming and demonstrated public speaking experience
- Proficient knowledge in statistical methods for institutional tracking. **(strong proficiency in Excel)**
- Exceptional written and oral communication skills
- Excellent organizational skills
- Working knowledge of Adobe Creative Cloud software preferred

Core Responsibilities

The Greek Life Graduate Assistant is a member of the Dean of Students Office staff and serves as the manager of operations for the Rho Lambda National Office housed within the Dean of Students Office. The Greek Life Graduate Assistant is expected to have a strong working relationship with the Assistant Dean of Students & Director of Greek Life, the Deans serving as council advisor(s), the undergraduate Greek Life leaders at the University of Miami, and the active Rho Lambda chapters' executive boards and advisors across the United States. The Greek Life Graduate Assistant transmits information on behalf of the Dean of Students Office, the Rho Lambda National Office, and other relevant governing bodies and/or organizations to undergraduate leaders in Greek Life at the University of Miami and to the leadership of Rho Lambda chapters across the United States. The Greek Life Graduate Assistant is entrusted with general oversight and management of all Rho Lambda National Office operations, and serves as an aide to the Assistant Dean of Students & Director of Greek Life in the generation of Greek Life reports and in the implementation of Greek Life initiatives.

Other Responsibilities

- Report directly to the Assistant Dean of Students & Director of Greek Life
- Oversee the day-to-day operations of the Rho Lambda National Office, including providing advice, guidance, or resources to existing chapters, aiding with the installation of new or reactivating chapters, fulfilling orders and other requests by chapters, managing the local inventory of merchandise, and monitoring outstanding invoices
- Prepare and submit reports for institutional tracking purposes, such as the Semester Greek Life Grade Reports, detailed membership rosters, and other reports as assigned
- Attend regularly scheduled supervisory (one-on-one) meetings
- Perform regularly scheduled weekly office hours as directed
- Execute graphic design projects such as the Greek Life View book as assigned
- Assist council executive board's with fall and spring new member recruitment as directed
- Attend and assist at general fraternity and sorority community events 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 (12) months, at a rate of \$18,000 for the academic year and is paid in monthly increments.

Contact Information

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Dean of Students Office
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