

College of Charleston  
Graduate Assistant Position Description  
Office of Greek Life

Position: Graduate Assistant for Greek Life

Classification: Graduate Assistantship

Description: The Graduate Assistant shares responsibility for the advising and personal development of student leaders within the Greek Life community at the College of Charleston. Meets regularly with assigned council and assists the members of this group with the development of programs, services and resources intended for use by the council and its member organizations. Attends all events and programs coordinated by his/her advisees and assists advisees with the evaluation and assessment of completed programs and events. Reports to the Director of Greek Life.

Requirements: Prior experience in Greek Life required. Must be a graduate student in good standing currently enrolled in coursework at the College of Charleston.

Pay: \$12,400.00 per year

Work Hours: 20 hours per week. Must be available to work some weekends and evenings throughout the academic year.

Position Begins: August 2008

Potential Responsibilities:

- Directly advises one of the three Greek Life governing councils (IFC, PHC, or NPHC).
- Maintains the Greek Life Calendar of Events. Provides updated information to the Technology Coordinator for Student Affairs for inclusion on the Greek Life website.
- Maintains event planning forms and checklists for programs sponsored by Greek Life organizations.
- Updates student status reports in the ADMIN database on a regular basis.
- Assists with the creation and dissemination of marketing/promotional materials for the Greek Life program at the College of Charleston.
- Assists with the compilation of data for inclusion in the Greek Life annual report by the Director of Greek Life.
- Provides administrative support for the Office of Greek Life as needed (this includes answering the phone, routing calls, taking phone messages, checking voicemail and scheduling appointments for the Director for Greek Life).
- Is able to create a welcoming and inclusive environment within the Greek Life Annex and the campus community.
- Meets weekly with the Director of Greek Life.
- Final job responsibilities will be determined by the Director of Greek Life

Qualifications:

- Excellent communication skills – both written and verbal.
- Ability to maintain confidentiality when required.
- General knowledge of office equipment (word processing, data management and desktop publishing programs as well as fax machine, copiers, etc.).
- Ability to work autonomously with limited supervision.
- Is able to use human relations skills to interact with individuals from a variety of backgrounds and to exhibit a positive, helpful attitude.
- Ability to work and maintain focus in a chaotic, high-energy environment.

Expectations:

- Demonstrated sense of dependability regarding work hours and completion of assignments/tasks.
- Appropriate dress and behavior within the Greek Life Annex.
- Willingness to learn as well as flexibility and adaptability to ever-changing situations.