

Binghamton University – Dean of Students Graduate Assistantship – Office of Fraternity & Sorority Life

Description

The Office of Fraternity & Sorority Life oversees the administration of 57 social and professional fraternities and sororities. The fraternity & sorority community at Binghamton University is comprised of the following seven governing councils: Professional Fraternity Council (PFC), Interfraternity Council (IFC), Panhellenic Council (PC), National Pan-Hellenic Council (NPHC), National Association of Latino Fraternal Organizations (NALFO), Asian Greek Council (AGC), and Multicultural Greek and Fraternal Council (MGFC).

The Office of Fraternity & Sorority Life is seeking graduate students to fill Graduate Assistantships. These positions report directly to the Director of Fraternity & Sorority Life.

Duties and Responsibilities

- Assist with fraternity/sorority related campus wide programming, i.e. Greek Week, Greek God, Homecoming, Dance Marathon, etc.
- Assist in the development and assessment of education programs for current and new members in the areas of risk management, personal safety, and hazing practices
- Assist in the development and assessment of chapter leadership development programs
- Attend and participate in the University's Fraternity/Sorority Leadership Board Meetings
- Advise at least one governing council as well as other committees as needed
- Attend, as funding permits, conferences such as Association of Fraternity Advisors (AFA), Northeast Greek Leadership Association (NGLA), and Association of Fraternal Leadership and Values (AFLV)
- Aid in assisting individual students who may have questions or concerns
- Maintains administrative records each semester for each fraternity and sorority, i.e. rosters, registration forms, and GPA averages
- Assist with special projects and assume other administrative duties as they develop

Qualifications

- Candidates must be accepted into a Binghamton University graduate program for the 2019-2020 academic year. Strong preference is given to students enrolled in the Student Affairs Program.
- Knowledge of unique needs and concerns of Fraternity/Sorority students
- Ability to work as a member of a team with professionals from across campus
- An understanding of the services and organizational structure of universities
- Strong organizational skills
- Ability to work independently
- Strong computer skills
- Prior leadership experience

Stipend

This assistantship includes a salary stipend for the academic year of \$10,000, paid biweekly. This position is represented by the Graduate Student Employees Union (GSEU) and the stipend includes all potential union-negotiated raises applicable for the academic year. Twenty hours of work per week is expected.

TO APPLY

Persons interested should submit the general application on the [Student Affairs website](#). Questions specifically related to this position should be directed to L.C. Coghill at lcoghill@binghamton.edu or (607) 777-6987.