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.