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

Description
The Office of Fraternity & Sorority Life is the branch of the Dean of Students Office that 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 LatinX Fraternal Organizations (NALFO), National Asian Pacific Islander Desi American Panhellenic Association (NAPA), and Multicultural Greek and Fraternal Council (MGFC).

The Office of Fraternity & Sorority Life is seeking 1 graduate student to fill 1 Graduate Assistantship. This position will report to the Director of Fraternity & Sorority Life or his designee.

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 2020-2021 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 $10,200, 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
Interested candidates should submit a resume, cover letter and contact information for three professional references to L.C. Coghill at lcoghill@binghamton.edu.