Description
The Office of Off Campus Programs and Fraternity and Sorority Life is the branch of the Dean of Students Office that oversees:
- Administration of 55 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), National APIDA Panhellenic Association (NAPA), and Multicultural Greek and Fraternal Council (MGFC).
- Administration of Programming and support for the Off Campus student community.

The Office of Off Campus Programs and Fraternity and Sorority Life is seeking graduate students to fill Graduate Assistantships. These positions report directly to the Interim Director of Off Campus Programs and Director of Fraternity and Sorority Life or their designee.

Duties and Responsibilities
- Assist with fraternity/sorority/off campus related programming, i.e. Greek Week, Greek God, Homecoming, Dance Marathon, Binghamton Porchfest, Community Picnics, etc.
- Assist in the development and assessment of education programs for current and new fraternity/sorority 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
- Manage data related to off campus housing and the university legal clinic
- Assist with operations of the Town Gown Advisory Board (TGAB)
- 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 2021-2022 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. Tuition scholarships may be available.
**TO APPLY**

Interested candidates who are currently Binghamton University undergraduate or graduate students should submit a resume, cover letter and contact information for three professional references through hireBING.

Candidates not currently enrolled at Binghamton University should submit a resume, cover letter and contact information for three professional references via email to L.C. Coghill at lcoghill@binghamton.edu.