

University of Rochester

Position Description

Fraternity and Sorority Affairs Graduate Assistant

The mission of Fraternity and Sorority Affairs is to advise, advocate for, and promote the growth and development of fraternity and sorority members through the University of Rochester.

The Graduate Assistant for Fraternity and Sorority Affairs is a professional staff member for Fraternity and Sorority Affairs (FSA) in the Office of the Dean of Students.

As a staff member in Fraternity and Sorority Affairs, the graduate assistant is directly involved in student group advising, leadership training and development, in addition to coordinating support, as needed, for services and programs of areas within the Office of the Dean of Students. This position requires the flexibility, ability, and willingness to work nights and weekends in structured and unstructured settings with students, staff, and faculty. There are some opportunities for remote work.

The primary areas of responsibility for the Graduate Assistant for Fraternity and Sorority Affairs are as follows:

Expectations for Excellence Program and Chapter Development (55%)

was designed to ensure that organizations are aligned with the values and priorities of the University of Rochester and engage in an annual reflection which promotes their learning and development as chapter leaders.

- x Manage logistical details for the Expectations for Excellence process, including training volunteer reviewers, managing the document submission process, coordinating chapter presentations, and collecting and evaluating review feedback.
- x Provide training, education, and support to organizations throughout the Expectations for Excellence process with direct coaching to chapter leaders through all aspects of this program.
- x Meet individually with chapter leaders to discuss their Expectations for Excellence results and plans of action.
- x Serve as the main FSA point of contact for all questions related to the Expectations for Excellence, serving as a resource for undergraduates, alumni, staff, and faculty in managing the accreditation program.
- x Serve as a reviewer through the Expectations for Excellence process, providing feedback on document submissions as well as presentations.
- x Coordinate assessment of the Expectations for Excellence process, including using rubrics to track chapter learning and accomplishments.
- x Serve as a member of the Fraternity/Sorority Standards Subcommittee and organize all meeting agendas, minutes, and communication associated with the functioning of this committee.
- x Develop programming and educational resources to help chapters meet the requirements laid out in the Expectations for Excellence.
- x Create opportunities to recognize exceptional accomplishments and performance in the Expectations for Excellence standards.

Order of Omega Advisor (15%)

- x Serve as the primary advisor to the Order of Omega honor society, a group whose purpose is to recognize the top fraternity and sorority members in the areas of scholarship, leadership, and service.
- x Support major initiatives by the Order of Omega, including membership selection and initiation, the Greek or Treat Halloween event, facilitating sessions at the New Member Orientation program, and other educational initiatives hosted by the Order of Omega.
- x Act as a liaison between the National Order of Omega and the Theta Iota chapter at the University

