Title: **Graduate Assistant for Greek Life (Fraternities)**

Department: Students Activities and Greek Life

Reports to: Torshia Anderson, Director of Student Activities and Greek Life – Toanderso@hartford.edu

Apply At: [http://www.hartford.edu/student_affairs/departments/sca/graduate_assistantships/default.aspx](http://www.hartford.edu/student_affairs/departments/sca/graduate_assistantships/default.aspx)

Or [https://scahartford.wufoo.com/forms/r1voit8v14shqv8/](https://scahartford.wufoo.com/forms/r1voit8v14shqv8/)

The University of Hartford’s Office of Student Activities and Greek Life presents an opportunity to qualified graduate students related to providing support to the university’s national Greek letter fraternities. The position will have duties in:

- Greek Governing Council Advising/Leadership Development
- Greek Life programming
- Counseling & Conduct Matters

This internship will enable one to:

- Enhance/develop advising skills for working with individuals/groups in planning events
- Provide practical experience in event planning and promotion (reservations, room set-up, custodial services, ticketing, solicitation and emergency preparedness)
- Prepare intern for work advising student groups in a student affairs/activities office
- Be familiar with and knowledgeable of college union operations and procedures

**Job Description:**

- Attend Inter Fraternity Council (IFC) Executive Board and General Body meetings on a regular basis during the fall and spring semester
- Attend, plan and actively participate the Greek Life Retreat/trainings for fall and spring semesters
- Approve, monitor and assist with all programs, events and programs sponsored by Greek Life, IFC and individual chapters
- Serve as the university liaison to Public Safety, Residence Life, Wellness, Connections and the Women Centers, Student Government Association and Athletics
- Participate in Association of Fraternity Advisors and Northeast Greek Leadership Association as budget allows

**Qualifications:**

- Membership in a national social sorority with experience working within a Panhellenic Council experience is highly desired
- Maintain a 3.0 grade point average as a graduate student;
- Practice and understand all issues of confidentially
• Be a positive role model both on and off campus