



DEPARTMENT OF
CAMPUS INVOLVEMENT

Connecting Students, Campus and Community

ST. CLOUD STATE UNIVERSITY

Position Description

Program Adviser Graduate Assistant Fraternity/Sorority Life

Educational Objectives: To provide the graduate student with practical experience in in the area of Student Life & Development – specifically Fraternity/Sorority Life. Emphasis will be in the areas of university and community relations, special events, marketing. The Program Adviser will work with students and the department focusing on skills development in the following areas: administration and data management, recruitment and growth, public relations and communications, and leadership development and education. There are opportunities to establish working relationships with various campus and community organizations and constituents.

Using the learning contract, along with their immediate supervisor, the GA Program Adviser will design and plan structured strategies which will result in building these essential student affairs competencies:

- Advising & Helping
- Assessment, Evaluation, & Research
- Equity, Diversity, & Inclusion
- Ethical Professional Practice
- Event Planning & Management
- History, Philosophy, & Values
- Human & Organizational Resources
- Leadership
- Personal Foundations
- Student Learning & Development

Specific Program Responsibilities:

- Assist the Assistant Director for Campus Programs with support and development of the SCSU Fraternity & Sorority Learning Community
- Co-advise the Fraternity & Sorority governing councils and program focus areas
- Learn how the fraternity and sorority community program works and about the SCSU F/S student culture, in order to work with them as a student development professional and be an effective adviser
- Advise individual fraternity and sorority students as needed in daily work, including, but not limited to: interpersonal F/S issues, meetings of various F/S “chair” positions, planning for Greek Week, planning for formals and socials – using documents created for such events, etc.
- Use one-on-one and group counseling techniques, including active listening, summarization, attending behavior in interactions with F/S students and groups
- Plan and implement values based educational programs, including but not limited to: risk management, member education, chapter level F/S membership development initiatives, and other programs as needed
- Assist with the Fraternity and Sorority of Excellence assessment review
- Engage in program and department-level evaluation and assessment
- Take a lead role in planning for major F/S programs and events co-/sponsored by our office
- Attend and assist in co-facilitating meetings with Alumni/ae and on-campus Advisers as requested by supervisor
- Assist supervisor in on-going communication with current F/S students, alums, advisors, administration, etc.
- Supervise and advise F/S Program Assistant Interns and engage in weekly meetings with them to facilitate their work
- Be knowledgeable about national F/S policies, procedures, and the Sorority NPC “Green Book”
- Complete additional duties as assigned by the Assistant or Associate Director(s) of the Department of Campus Involvement

General/Overall Department Responsibilities:

- Actively seek out and participate in ongoing professional development
- Aid in risk management, conflict resolution and problem solving among constituent groups
- Apply student development theory in your daily work
- Attend required weekly meetings (i.e. dept., 1-on-1's, etc.)
- Build and maintain relationships with a variety of constituent groups
- Collaborate internally and externally to accomplish program goals
- Communicate professionally and effectively with others
- Develop a working knowledge of University and Departmental policies and procedures
- Develop and present workshops on topics related to mission of office/department
- Educate oneself about social justice and inclusion
- Engage in ongoing assessment practices
- Engage in program planning which is inclusive, represents best practices, current trends, and remains within budget parameters
- Engage in research necessary to successfully accomplish program objectives
- Participate in required department-wide events, trainings, and conferences
- Provide advisement and mentor Program Assistants and other students
- Report violations and concerns immediately to supervisor
- Represent the department, division and University in a professional and positive manner
- Serve on University-wide committees as appointed
- Utilize technology available and required to fulfill duties

Supervision: The Assistant Director for Campus Programs provides supervision, advising, and training. Some activities will involve direct supervision, while others will require independent work with little supervision. A learning contract will be developed with the supervisor. At the end of each semester a review of competency development will occur. GA Program Advisers will also be required to attend regularly scheduled staff meetings.

Appointment Length, Dates & Hours:

The Graduate Assistantship is from August 6, 2012 – May 3, 2013, with continuation for a second year commitment if circumstances permit and are amenable to all parties. Position averages 20 hours per week. Hours and expectations vary according to department and program needs. Some early mornings, evenings, and weekends are required.

Compensation:

\$10,000 per academic year. In addition to the salary/stipend, full-time graduate assistants are eligible for a tuition waiver. The tuition waiver covers up to and including eight graduate credits per semester for the academic year and in-state tuition for any remaining credits. GA Program Advisers also have professional development opportunities – which may include attendance at local/regional/national conferences as approved by supervisor.

Qualifications: A Bachelor's degree from an accredited institution and admission to a graduate program at St. Cloud State University. Significant experience in fraternity/sorority life, student advisement, program planning and management preferred. Students pursuing the field(s) of higher education, student affairs, counseling or related fields preferred. Excellent organizational, program planning and projection, and oral and written communication skills required, along with a willingness to learn, accept feedback, and provide direction to undergraduate Program Assistants. A student must be admitted to the School of Graduate Studies, be in good academic standing and be enrolled full-time each semester of the appointment. International students, as well as U. S. citizens and residents, are eligible to apply. Must be in good standing with the University and consent to a Code of Conduct & /or background check as well as a reference check.

To Apply: Screening of applications will begin on January 9, 2012 and will continue until position is filled. Apply by sending a cover letter, resume, and 3-5 references including names, relationship to you, email, and telephone number to: **Beth Knutson-Kolodzne, Associate Director, Department of Campus Involvement,** beknutsonkolodzne@stcloudstate.edu.