Graduate Assistant for Fraternity/Sorority Life
Department of Campus Life
campuslife.wustl.edu

2019-2020 Academic Year

Campus Life Graduate Assistant Job Description
Position Focus: Fraternity/Sorority Life

Overview:
The Fraternity/Sorority Life Graduate Assistant is a graduate student who works in close collaboration with and is supervised by the Associate Director for Campus Life – Fraternity/Sorority Life (FSL) to support the Fraternity/Sorority Life community through data report building, process management, and training initiatives.

Qualifications:
- Must be a full-time graduate student who works through the fall and spring semesters of the 2019-2020 academic year
- Previous experience in Fraternity/Sorority Life or Student Affairs is preferred but not required
- Able to demonstrate a strong respect for and commitment to student development
- Proficient in Google documents, as well as Microsoft Excel, Word and PowerPoint

The Graduate Assistant will work approximately 10 hours a week, which will primarily include daytime hours during the week – and occasionally night, and weekend hours. (Please note that this will fluctuate throughout the year.)

Duties that the Graduate Assistant will fulfill include, but are not limited to:

- Management of FSL Social Event Registration Process
  - Lead and manage all aspects of a weekly registration process for 10-15 FSL chapter social events
    - Oversee undergraduate student staff who support the FSL chapter social event registration process
  - Develop educational touchpoints on social event management, risk management, and registration for FSL chapter social chairs and risk managers

- Roster Management
  - Collaborate with chapter presidents to maintain, update, and oversee a roster management system for a community of ~2,400 students (~35% of the undergraduate student body at Washington University)

- FSL Community Report Management
  - Create, manage and maintain FSL community data reports on a variety of areas (academic reports, demographic reports, community size, reports of program assessment results)

Compensation: The Graduate Assistant will receive $10.50/hr. averaging 10 hours a week for 32 weeks paid over a 10 month period (August 2019 – May 2020).

Application Process: If interested in being considered for the Graduate Assistant position, please email a resume and letter of interest to Austin Sandoval-Sweeney, Associate Director for Campus Life – Fraternity/Sorority Life (austin.sweeney@wustl.edu)