

## **Graduate Assistants, Center for Fraternity and Sorority Development**

**Job Summary:** The Center for Fraternity and Sorority Development (CFSD) seeks two Graduate Assistants to support the advising, education, and development of the fraternity and sorority community. Both positions provide hands-on experience in student organization advising, governance, education, and community engagement. While the positions share a common core of responsibilities, each has a distinct functional focus: Community Engagement and Learning & Development.

### **SHARED RESPONSIBILITIES (BOTH POSITIONS):**

- a. Advise/co-advise assigned governing council or honor societies, including attending meetings and signature events, as appropriate.
- b. Coach organizations and leaders on academic success, chapter/organization operations, officer transitions, community relations, programming, risk management, policy compliance, and Expectations of Excellence.
- c. Contribute to the development and facilitation of educational initiatives that support fraternity and sorority student learning and leadership development.
- d. Support assessment, reflection, and continuous improvement efforts related to student learning and organizational effectiveness.
- e. Communicate and collaborate with alumni volunteers, advisors, inter/national organization representatives, and campus partners.
- f. Attend CFSD and Student Activities staff meetings and meet regularly with a supervisor.
- g. Support department-wide programs, initiatives, and major events.

### **POSITION-SPECIFIC RESPONSIBILITIES:**

#### **Community Engagement Graduate Assistant:**

This position emphasizes relationship-building and engagement across the fraternity and sorority community, alumni, and campus partners.

- a. Plan and implement community-building initiatives for undergraduate students, including community days, service projects, and other engagement activities.
- b. Support and collaborate with students to design programs that foster belonging, connection, and shared responsibility within the fraternity and sorority community.
- c. Assist with planning and executing alumni engagement initiatives, including Homecoming, alumni events, and ongoing alumni involvement efforts.
- d. Serve as a liaison to alumni volunteers and partners to strengthen long-term community connections.

#### **Learning & Development Graduate Assistant:**

This position emphasizes educational programming, advisor support, and leadership development.

- a. Plan, coordinate, and implement semesterly educational programs for fraternity and sorority members and leaders.
- b. Develop and support advisor education and engagement opportunities, including trainings, resources, and communities of practice.
- c. Assist in the creation, facilitation, and assessment of workshops and learning modules related to leadership, risk management, organizational operations, and student success.
- d. Support intentional learning outcomes and alignment with CFSD's educational priorities.

Graduate Assistants are expected to work 20 hours per week, including evening and weekend commitments as required by programs and advising responsibilities. Up to 20% of hours may be worked remotely, provided remote work occurs within the State of Connecticut and aligns with departmental needs. Graduate Assistants are generally not expected to work during university breaks but may be required to be available leading into the start of fall and spring semesters. **The anticipated start date for this position is July 6, 2026.**

### **MINIMUM QUALIFICATIONS:**

- a. Strong written and verbal communication skills.
- b. Demonstrated organizational, time management, and event planning skills.
- c. Ability to work effectively with diverse student populations.
- d. Willingness to work evenings and weekends as required.

### **PREFERRED QUALIFICATIONS:**

- a. Experience with program/event planning, advising students, presenting, facilitating and/or teaching
- b. Interest in advising student organizations (specifically, fraternities and sororities) in a future student affairs position
- c. Demonstrated leadership experience as a member of a fraternity or sorority.