Duquesne University
Office of Greek Life
Graduate Assistant Position Description

General Statement of Duties:
The Graduate Assistant for the Office of Greek Life is responsible for providing direct assistance in coordinating, advising, administering, and supervising the programs of the Interfraternity Council, the Panhellenic Council, the eighteen (18) nationally-affiliated, and one (1) local Greek lettered organization. This entails over 70 students leaders, and approximately fifty (50) professional, service, and recognition Greek lettered organizations. This position requires a lot of weekend and evening/late-night work.

Supervision Received:
The Greek Life Graduate Assistant reports to the Director of Greek Life, Honor Societies & Professional Organizations.

Specific Duties and Responsibilities:
1. Coordinates the administrative responsibilities; including chapter roster information, Fraternity and Sorority statistical recruitment information, and group and individual scholarship information.
2. Responsible for assisting and advising the Interfraternity Council (IFC), Panhellenic Council (PHC), Professional Fraternity Council (PFC), Black Greek Council (BGC), the Order of Omega National Greek Leadership Honor Society, Rho Lambda Honor Society, and their respective Executive Committee members.
3. Responsible for directly advising Greeks Advocating Mature Management of Alcohol (GAMMA), Executive Committee members, and all educational program initiatives throughout the year.
4. Assists in the Coordination of the IFC and PHC formal and informal recruitment programs.
5. Serves as a University liaison with chapter advisors, local alumni, residence life, University counseling center, learning skills office, and national organizations.
6. Works cooperatively with the Director of Greek Life and student leaders in the four councils in the coordination of initiatives, programs, and events for the continual development of a Greek community which encourages interaction among all Greeks and emphasizes the common Greek experience, under the auspices of the Mission of Duquesne University.
7. Assists in the planning, preparation, and coordination of Greek Week, Carnival, National Panhellenic Day activities, Homecoming, Valentine’s Day Ball, Formal Sorority Recruitment, and other related educational, leadership, and service events and programs under the direction of the Office of Greek Life.
8. Assists in the planning, preparation, and coordination of the Annual Greek Leadership Retreat.
9. Participates in professional development, such as national conferences, University committees, and workshops.
10. Assists in the supervision of Office support staff as necessary.
11. Attends evening and weekend functions as necessary.
12. Directly responsible for the development and management of the Office Web Page (www.duq.edu/greeklife) and related chapter Web Sites and responsible for daily customer service of the greeklife@duq.edu office web address, as well as the Greek Life Facebook group and Twitter account.
13. Serves as a consultant and/or resource for chapter officers, advisors and headquarters staff members.
14. Assists with the revisions of Office publications.
15. Completes all other responsibilities and projects as assigned by the Director of Greek Life.
16. Other duties as assigned.

**Additional Requirements:**
Proven ability to establish and maintain effective, professional working relationships with students, faculty, staff, alumni, and national organizations is expected. Experience in writing, speaking, and working with students individually and in groups is necessary. Extensive computer skills are necessary including all Word programs. In addition, prior experience working with nationally recognized Greek organizations is highly recommended.

**Compensation:**
Liberal Arts tuition remission for eighteen (18) graduate course credits at the College of Liberal Arts rate during the school year and a stipend.

**Important Information:**
If you should require any additional information, please contact the Office of Greek Life at (412) 396-6651