University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Internship

Application Deadline: To ensure consideration email your resume, cover letter and application form to gasearchsai@umass.edu by the priority date of June 2, 2017. This vacancy notice will remain posted and applications will be accepted until the position is filled.

Job Description (No Clerical duties permitted):

General Summary of Position
The Graduate Assistant for the Fraternity/Sorority Program will serve as advisor for the assigned council and assigned chapters in the Fraternities and Sororities Program within Student Activities and Involvement (SAI). Work collaboratively with SAI and Student Engagement (SE) and other UMass staff on program efforts, leadership development, and event management. This assistantship provides an opportunity to gain experience and further professional development in student activities advising, communication, programming, and event management as well as fraternity/sorority development in a large, complex university setting. Reappointment is dependent on department need, experience, satisfactory performance, academic standing, and funding. Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

Duties and Responsibilities
1. Serve as advisor for the assigned fraternity and sorority council and for the assigned chapters.
2. Assist with the advising and event management of the major program initiatives in the fraternity and sorority program (Homecoming, Greek Week, UMASS FTK (For the Kids), Greek 101).
3. Advise assigned council and chapters on program development and event management.
4. Assist with the design and delivery of developmental programs/workshops for the fraternity and sorority program.
5. Work closely with SAI colleagues and offices/agencies in providing access to fraternity and sorority membership for program implementation.
6. Work with national organizational staff and alumni advisors of sponsoring organizations.
7. Participate in planning and executing events within SAI including First Week, Homecoming, UMass Night Out, Winter Expo, The Sammies award ceremony, and others as needed.
8. Assist with coverage of weekend and evening events (event support).
9. Perform other related duties as assigned.

Supervisor: Director, Fraternity and Sorority Program

Compliance Requirements
Graduate students filling assistantships in Student Affairs and Campus Life have specific expectations placed on them as employees of the University of Massachusetts Amherst. Among these is the requirement to fulfill reporting responsibilities as prescribed and required under applicable federal and State laws. These include but may not be limited to requirements under Title IX; Clery Act; FERPA; HIPPA; Massachusetts Conflict of Interest laws. Additionally, this applies to adhering to University policies and agreements (e.g., collective bargaining agreement).

Fulfilling these expectations includes addressing and reporting related violations by students, staff, faculty or others. Related training will be provided to all SACL graduate assistants. These expectations may be amended in conjunction with changes in Federal and/or State mandated reporting requirements, and/or University policies or agreements. Graduate students unwilling to meet these requirements are not eligible for appointment to a SACL graduate assistantship.

Experience Required:
1. Enrollment as graduate student in good standing during entire term of appointment.
2. Eligible for appointment to this assistantship, as determined by the Graduate School.
3. Available to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
5. Experience in fraternity and sorority programming.
6. Ability to work with diverse student leaders and department staff.
7. Graduate student in a degree program within an academic area related to job duties.
8. Ability and willingness to work evening and weekend hours as necessary.

Additional Information:

Dates of Appointment: From 08/27/17 To 05/26/18

Hours/Wk 20 Stipend $ 25.23

How to Apply: Call ☐ In Person ☐ Submit Resume ☐

Dept. Name: Student Activities and Involvement Contact Person: Colette Nadeau, Personnel Coordinator, cnadeau@umass.edu

E-Mail contact: gasearchsai@umass.edu
Bldg. Address: 321 Berkshire House  Phone: 413/545-3604