Graduate Assistant Position Description

Title: Graduate Assistant for Sorority/Fraternity Program
Department: Student Engagement and Leadership
Supervisor: Thomas Martin
Weekly Hours: 20 hours per week
Stipend: $30.33 per hour for the appointment term, paid bi-weekly
Appointment Term: August 21, 2022 – May 21, 2023

Periods of Non-Responsibility: Please submit requests for time off to supervisor in advance.
Appointment Renewal: Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

Student Affairs and Campus Life (SACL)
Student Affairs and Campus Life is committed to providing meaningful assistantship experiences for graduate students, particularly when these experiences enhance SACL priorities and are relevant to the pursuit of a graduate assistant’s professional goals. It is within this context that SACL makes this assistantship available.

General Summary of Position
Serve as advisor for the assigned council and assigned chapters in the Sorority and Fraternity Life within Student Engagement and Leadership (SEL). 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.

Typical 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.
6. Work with national organizational staff and alumni advisors of sponsoring organizations.
7. Participate in planning and executing fraternity and sorority related events within SEL 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.
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.

Minimum Required Qualifications
1. Enrollment as graduate student in good standing during entire term of appointment.
2. Eligibility for appointment to this assistantship, as determined by the Graduate School.
3. Availability 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.

Note: The SACL GA orientation is TBD (usually in late August).

Compensation and Benefits
Specific compensation and benefits accruing to graduate assistantships are informed by the collective bargaining agreement (“Contract”) with the Graduate Employees Organization (“GEO”) in force during the appointment period. All Graduate Assistants should review this agreement carefully for detailed explanations of compensation and benefits that may apply. Generally, however, Graduate Assistants receive:

1. A stipend based on the number of weekly hours allocated to the applicable assistantship;
2. Tuition and curriculum fee scholarship waiver (as provided in the GEO Contract);
3. Reduced fees for health coverage; and,
4. Vacation leave

Some assistantships may receive additional compensation reflecting specific requirements of the assistantship. In the case of this assistantship, the following additional compensation is provided.

Collective Bargaining Agreement
Graduate Assistants are employees of the University. Appointments to graduate assistantships must be approved in advance by the Graduate School. Employment matters are guided and informed by University policy and by provisions of a collective bargaining agreement (“Contract”) with the Graduate Employee Organization (“GEO”), a recognized employee union at the University. GEO is affiliated with the United Auto Workers.

The GEO Contract can be found at: http://www.umass.edu/gradschool/sites/default/files/GEO%20contract%2014-17%20vfsigned.pdf