

DEPARTMENT OF LEADERSHIP & CAMPUS LIFE
Fraternity & Sorority Affairs
Oklahoma State University
Graduate Teaching Assistant Job Description
Open until filled

Responsibilities:

- Assist Leadership & Campus Life staff with instruction of freshmen orientation courses or Center for Ethical Leadership staff with leadership minor courses and/or leadership development courses.
- Assist Fraternity & Sorority Affairs Staff with advisement of a Greek Council(s). Be available to attend all Council meetings and Executive Council meetings.
- Assist with advisement and facilitation of that Council's respective recruitment process.
- Assist with advisement of Fraternity & Sorority Affairs programs including Greek Discovery Day, Council Officers' Retreat, Chapter Officers' Retreat, all training and development, etc.
- Assist with advisement of fraternity/sorority organizations, such as Order of Omega, Junior Greek Life, etc.
- Leadership & Campus Life assignments, as necessary.
- Some weekend and evening responsibilities as needed
- Assist Fraternity & Sorority Affairs staff by working summer Orientation and Enrollment events.

Reporting Relationship:

- The individual selected as the Graduate Teaching Assistant for Fraternity & Sorority Affairs shall report to the Coordinator of Fraternity & Sorority Affairs. This individual will also provide assistance to the Director and Administrative Support Specialist in the Office of Fraternity & Sorority Affairs as needed.

Length of Assistantship:

- The assistantship shall be for 12 months with opportunity of a second term, if agreeable to both the Graduate Teaching Assistant and the Coordinator of Fraternity & Sorority Affairs.
- Must work at least one summer in OF&SA during Assistantship.

Compensation:

- The compensation for this position shall be \$1150 per month (20 hours per week) for 12 months.
- Out of State portion of tuition may be waived for qualified candidates.
- Tuition portion of classes listed on Plan of Study waived.
- Optional health insurance program.

Qualifications:

- Qualifications for this position include admission to a Graduate Program at Oklahoma State University.
- Preference will be given to those students pursuing advanced degrees in Higher Education Administration, College Student Development, Occupational and Adult Education, Psychology, Sociology, Business Administration or other behavioral science.
- Good oral and written communication skills as well as ability to relate to diverse populations are required for this position.
- Membership in a National Greek Lettered Organization is preferable but not required.
- Experience in Student Activities/Campus Life (especially with co-curricular programming) as well as an understanding of the Panhellenic Council's purposes and its relationship within the University Community is highly desirable.