

## **Campus Involvement Center**

Position: Graduate Assistant for Greek Life – Interfraternity Council (IFC)  
Remuneration: \$9,000 (plus tuition waiver) for Fall & Spring Semester 2013-2014  
Contact Person: Kristen Kardas, Assistant Director for Greek Life

### **Position Description:**

The graduate assistant will assist the Assistant Director for Greek Life in providing support to Ohio University's social Greek-letter organizations. Specific responsibilities include:

- Assist in advising the Interfraternity Council (IFC), the governing body for 14 fraternities of Ohio University's social Greek-letter organizations by providing training and support to the Executive Officers and attending weekly executive board meetings and council meetings, as well as council sponsored programs and events;
- Assist in the planning and implementation of training programs and leadership retreats related to the governing bodies of Ohio University's social Greek-letter organizations;
- Assist in the planning and implementation of IFC recruitment, as well as Women's Panhellenic Association (WPA) recruitment and Multicultural Greek Council (MGC) and National Pan-Hellenic Council (NPHC) intake activities
- Assist in coordinating educational programs for Greek community members on risk management and membership accountability. Topics include but are not limited to hazing, alcohol/substance abuse, sexual assault, relationship violence, racism, sexism, community building, and scholarship;
- Assist in the advisement of the honor societies Order of Omega and Rho Lambda;
- Maintain regular office hours;
- Attend bi-weekly Campus Involvement Center staff meetings;
- Attend weekly supervision meetings;
- Meet and maintain regular communication with fraternity chapter officers, chapter members, advisors and inter/national fraternity staff;
- Fulfill other assigned duties;
- Requires 20 hours per week while school is in session. Some evening and weekend work required. Must be available to participate in staff orientation and training during the week prior to the opening of the fall semester. Must be available to assist in Opening Weekend activities, Commencement, and Halloween.
- Participation in Campus Involvement Center, Division, and University and professional activities is encouraged.

**How to Apply:** Please send an email with resume and cover letter to Kristen Kardas, Assistant Director of Greek Life at [kardas@ohio.edu](mailto:kardas@ohio.edu).