

Fraternity and Sorority Leadership Development Graduate Assistant
Appointment Form

Department Job Title: Fraternity and Sorority Leadership Development Graduate Assistant

Compensation Title: Graduate Student Staff

Departments/Offices: Fraternity and Sorority Leadership Development Office (FSLD)
Student Affairs

Campus/Location: University Park Campus, TCC 330

Days/Hours: 20 hours per week; Availability to work some evenings and weekends

Description: [Fraternity and Sorority Leadership Development](#) at the [University of Southern California](#) is conducting a search for a Graduate Student Staff for Fraternity and Sorority Leadership Development. This Graduate Student Staff member works as part of an advising team providing support and guidance to fraternity and sorority chapters and governing councils. The Trojan Greek community consists of 56 fraternities and sororities with membership near 4,500 students representing 24% of the undergraduate population.

We are looking for candidates willing to support, educate, and engage students through a student-centered learning approach. In addition, we seek graduate students committed to integrity, respect, diversity and inclusion, professional and personal development, curiosity, and working with and serving all students. Reporting to the Coordinator of Fraternity and Sorority Leadership Development, this person will serve as a representative of the USC Trojan Greek community and the [Student Engagement cluster](#) within the [Division of Student Affairs](#).

The Graduate Student Staff serves in an academic year appointment working approximately 20 hours per week. The Graduate Student Staff is responsible for assisting with the day to day coordination of the fraternity and sorority community at the University of Southern California.

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Responsibilities:

- Engage in efforts to ensure the direction of the fraternity and sorority community is consistent with the mission of the university, division, department, and student needs while contributing to the Trojan experience.
- Be responsible for the advancement of the Greek community by co-advising one or more Greek councils and its member organizations: Asian Greek Council (AGC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), Panhellenic Council (PHC), and Interfraternity Council (IFC); along with two Greek honor societies.
- Establish and maintain partnerships with campus departments, alumni/ae advisors, inter/national organizations, and surrounding community.
- Provide event and risk management support for student planned events through the management and facilitation of the event review process and wellness meetings.
- Assist with the development of leadership training and educational programs for student leaders in the fraternity/sorority community.
- Assist with planning community-wide fraternity/sorority events, including Trojan Greek Awards and Trojan Greek Member Education.
- Support and facilitate department assessment by creating and administering evaluation and measurement instruments, developing learning outcomes, analyzing data, and publishing reports on results and learning growth.
- Demonstrate strong interpersonal and listening skills, including leading presentations, organization, and excellent oral and written communication.
- Maintain a broad and deep understanding of national trends and research to inform planning and advising efforts for the community.

Qualifications:

- Education: Equivalent to completion of the requirements for a bachelor's degree and current registration in a graduate degree program.
- Knowledge of student services related areas such as student life, fraternity and sorority life, leadership development, student government, and clubs and organizations.
- Ability to comply with all University of Southern California policies, including confidentiality and financial policies
- Experience using productivity software such as Microsoft Office Suite, social media platforms, and websites
- Ability to work independently

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- Attention to detail
- Commitment and interest in serving in a key support role

Compensation 4 units of tuition per full semester (Fall & Spring) you are in this position

I agree to these terms of appointment and job responsibilities as reflected in the above job description and terms outlined in the attached letter.

Student Signature: _____ Date: _____

Student Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Name: _____