Graduate Assistant for Sorority & Fraternity Life and Special Events

**Hiring Department:** Office of Student Activities & Greek Affairs, Division of Student Development  
**Supervisor:** Coordinator for Sorority & Fraternity Life  
**Position Title:** Graduate Assistant for Sorority & Fraternity Life and Special Events  
**Position Time:** Part-Time (18 hours – some late night and weekend hours), 9-Month (August-May)  
**Compensation:** $15,000, 9-month, plus tuition benefits

**Summary of Department:** Student Activities & Greek Affairs (SAGA) offers opportunities for students to connect, learn, and engage beyond the classroom. Through shared experiences students gain a greater sense of self and community to foster positive social change.

**Goals and Objectives of the Position:**

This position primarily advises one of the three Sorority & Fraternity Life governing councils. The Sorority & Fraternity life community consists of three councils, 19 chapters, and approximately 1200 students. Additionally, this position will assist with Sorority & Fraternity life programming and education initiatives.

Secondarily, this position will also plan and co-advises the execution of various large scale special events. Such events include, but are not limited to: Finals Breakfast, Student Organization Fair, Senior Send Off, and Colossus.

**Essential Duties and Responsibilities include the following:**

- Advise, mentor, and consult for individual fraternity and sorority chapters.
- Assist in the planning and implementation of fraternity and sorority recruitment/intake.
- Assist in organizing large scaled departmental events such as Finals Breakfast, Student Organization Fair, Senior Send Off, and Colossus.
- Assist in organizing Sorority & Fraternity Life special events such as Greek Standards & Assessment Program (GSAP), Greek Week, MGC Showcase, Greek Leadership Retreat and workshops/trainings/roundtables.
- Plan and implement community development initiatives and programming based on the values of scholarship, service, leadership, and unity.
- Recruit, train, and advise the Greek Conduct Board.
- Advise the Interfraternity Council, Multicultural Greek Council, or Panhellenic Council, with the Coordinator for Sorority & Fraternity Life.
- Attend appropriate council meetings and events.
- Mandatory attendance and assistance at: Welcome Week, Family Weekend, Finals Breakfasts, Weekend of Excellence, Senior Send Off; and attend Student Life and Engagement Area meetings, SAGA staff meetings, and Student Development graduate assistant and staff meetings.
- Meet weekly with Coordinator for Sorority & Fraternity Life.
- Other duties as assigned.
Qualifications (Education/Experience):

- Demonstrated leadership ability and a desire to work with college students.
- Must be detail oriented.
- Proficiency with word processing, Microsoft Excel, and other database computer programs.
- An appreciation of Jesuit education traditions.
- Skills in program planning, implementation, and evaluation.
- Previous experience in Student Affairs and/or Student Activities/Organizations a plus but not required.
- Must be affiliated with a sorority or fraternity.
- Must be enrolled in the Loyola University Chicago Masters of Higher Education program as a full-time student.
- Preference in selection will be given to graduate students who will be enrolled at Loyola for at least the next two consecutive years.

The Office of Student Activities & Greek Affairs encourages candidates to apply who identify as being from diverse backgrounds with regard to ethnicity, culture, gender, sexual orientation, faith tradition, physical ability, and experience. Unique identities and perspectives are valued in this office as well as throughout this university.