UNIVERSITY OF ILLINOIS AT URBANA CHAMPAIGN
FRATERNITY AND SORORITY AFFAIRS

JOB DESCRIPTION: Pre-Professional Graduate Assistant

Job Title:
Fraternity and Sorority Affairs Pre-Professional Graduate Assistant

Type of Position:
• .50 FTE/20 hours per week
• 9 months, beginning August 16, 2019
  o Winter Break work expectations: Graduate Assistants will receive two weeks off during
the winter break period and will be expected to return to work beginning January 6,
2020.
  o Graduate Assistants will receive Fall Break and Spring Break off.

Description:
The Fraternity and Sorority Affairs Pre-Professional Graduate Assistant is designated by the Fraternity
and Sorority Affairs Office to serve as a consultant and aid for various programs and initiatives
throughout the academic year. This position reports directly to an Assistant Director of Fraternity and
Sorority Affairs.

Duties:
➢ Advise programs organized by the four governing councils including Emerging Leaders and
Greek Oscars.
➢ Serve as primary staff advisor to the Greeks Support Homecoming planning board.
➢ Serve as primary staff advisor to the Order of Omega honorary.
➢ Serve as primary staff liaison to 8-10 chapters from all four councils.
➢ Serve on planning group for Fraternity & Sorority Affairs programs such as Chapter
Presidents Leadership Academy.
➢ Coordinate Chapter Semester Report rollout, data collection and analysis.
➢ Create documentation system to aid in future program implementation.
➢ Serve as a consultant when necessary to help chapters plan organizational programs
➢ Create resources to help councils and fraternities and sororities organize and host effective
programs.
➢ Design and implement leadership programs for specific officer positions.
➢ Serve as a staff member of Fraternity and Sorority Affairs and attend meetings required by all
staff members.
➢ Meet weekly with supervisor
➢ Complete other duties as assigned

Qualifications:
1. Commitment to working with diverse populations to accomplish goals.
2. Experience in working with event planning and/or program implementation
3. Ability to work with students and ability to work independently.
4. Effective written and verbal communication skills.
5. Effective organizational, planning and conceptualization skills.
6. Willingness to work nights and some weekends.

Applicants must be enrolled as a graduate student in the College of Education: Education Policy
Organization and Leadership (EPOL).
Compensation:
Commensurate with current UIUC policies on graduate student stipends and waivers.

Application Procedure:
- Apply online: http://www.odos.uiuc.edu/assistantships/
- Email resume to adye@illinois.edu

Questions? Please contact:
Ashley Dye
Senior Assistant Dean of Students
Fraternity and Sorority Affairs
adye@illinois.edu
(217) 333-7062
fsaffairs.illinois.edu