Binghamton University – Dean of Students
Graduate Assistantship – Office of Fraternity & Sorority Life

Description
The Office of Fraternity & Sorority Life is the branch of the Dean of Students Office that oversees the administration of 52 professional and social fraternities and sororities. The fraternity & sorority community at Binghamton University is comprised of the following seven governing councils: Professional Fraternity Council (PFC), Interfraternity Council (IFC), Panhellenic Council (PC), National Pan-Hellenic Council (NPHC), Latino Greek Council (LCG), Asian Greek Council (AGC), and Multicultural Greek and Fraternal Council.

The Office of Fraternity & Sorority Life is seeking graduate students to fill Graduate Assistantships. These positions report directly to the Director of Fraternity & Sorority Life.

Duties and Responsibilities
- Assist with fraternity/sorority related campus wide programming, i.e. Greek Week, Greek God, Homecoming, Dance Marathon, etc.
- Assist in the development and assessment of education programs for current and new members in the areas of risk management, personal safety, and hazing practices
- Assist in the development and assessment of chapter leadership development programs
- Attend and participate in the University’s Fraternity/Sorority Leadership Board Meetings
- Advise at least one governing council as well as other committees as needed
- Attend, as funding permits, conferences such as Association of Fraternity Advisors (AFA), Northeast Greek Leadership Association (NGLA), and Association of Fraternal Leadership and Values (AFLV)
- Aid in assisting individual students who may have concerns related to program or group
- Maintains administrative records each semester for each fraternity and sorority, i.e. rosters, registration forms, and GPA averages
- Assist with special projects and assume other administrative duties as they develop

Qualifications
- Candidates must be accepted into a Binghamton University graduate program for the 2016-2017 academic year. Strong preference is given to students enrolled in the Student Affairs Program.
- Knowledge of unique needs and concerns of Fraternity/Sorority students
- Ability to work as a member of a team with professionals from across campus
- An understanding of the services and organizational structure of universities
- Strong organizational skills
- Ability to work independently
- Strong computer skills
- Prior leadership experience

Stipend
This assistantship includes a salary stipend for the academic year of $9,400, paid biweekly. This position is represented by the Graduate Student Employees Union (GSEU) and the stipend includes all potential union-negotiated raises applicable for the academic year. Twenty hours of work per week is expected. Tuition scholarships may be available.

TO APPLY
Persons interested should submit the general application on the Student Affairs website, resume, letter of interest summarizing qualifications and relevant experience, and the names and contact information for two (2) references to L.C. Coghill at coghill@binghamton.edu.

For questions specifically related to this position, contact L.C. Coghill at coghill@binghamton.edu or (607) 777-2797.