Greek Life Student Staff Job Descriptions and Information

- **Academic Year Greek Life Team** work approximately 5-10 hours a week for the Center for Student Involvement. The Greek Life team is responsible for completing a variety of assignments that contribute to the overall improvement of the Greek Community at Truman State University. This appointment is from May 2014 – May 2015. Anticipated start is August 2014.

- **Summer Greek Life Team** work approximately 10 hours a week for the Center for Student Involvement. The interns represent Greek Life at Summer Orientation events, assist in the development and completion of summer projects in the Greek Life area and will help coordinate any Greek related events during Truman week. This appointment is from May 2014 – August 2014.

All Student Staff (Academic Year and Summer) are expected to:

- Display a personal commitment to academic success
- Hold office hours each week in the CSI Main Office (assist with customer service responsibilities)
- Attend Interfraternity Council/ Panhellenic Council/ NPHC or other appropriate meetings
- Attend meetings with fellow team members and the Director of the Center for Student of Involvement and CSI all staff meetings
- Assist with New Student Move-in on August 16th
- Responsible for the planning, organization, promotion, and evaluation of various Greek Life programming such as New Member Orientation, the Greek Life Summit, Senior Send Off, prevention week programming, etc.
- Represent Greek Life at University designated programs such as Visit Days
- Responds to student or staff in absence of Director
- Perform other related duties as requested
- Compile transition materials and a reflection on the experience

**Positions**

Applicants may submit applications for multiple positions. Preferences are considered, but not guaranteed.

- **Summer Staff**
  - Represent Greek Life at all Summer Orientation sessions providing incoming students and parents accurate and appropriate insights into Greek Life
  - Assist in the planning of academic year programs such as, but not limited to Hazing Prevention Awareness Week, New Member Programs, etc.
  - Work approximately 10 hours per week in the CSI Main Office (assisting with customer service responsibilities)
  - Assist with editing and maintenance of Greek Life publicity such as website updates, newsletter, etc.
  - Other duties as necessary

- **Academic Year Positions**
  - **Prevention and Wellness**
    - Attend Missouri Partners in Prevention (MOPIP) meetings
    - Build collaborative relationships with prevention and wellness partners such as the REC, Student Health, UCS, WRC, GAMMA, etc
    - Assist with the implementation of the Greek CPR Values Assessment. May include, but is not limited to: survey creation, facilitating chapter presentations, etc.
    - Responsible for the planning, organization, promotion, and evaluation of various Greek Life programming that supports healthy behaviors/development in addition to assisting with other Greek Life sponsored programs (at least one per semester)
    - Coordinate/Cosponsor appropriate Prevention Week/Awareness programs such as Hazing Prevention, Alcohol Week, etc.
    - Oversee the Greek Grind program
    - Develop resources for students to learn more about healthy behaviors/development
    - Assist with Bystander training program
    - Serve as a liaison for Greek Week Committee

Greek Life Student Staff Application
Alumni Engagement
- Represent Greek Life at appropriate meetings with Advancement/Alumni staff
- Responsible for the planning, organization, promotion, and evaluation of the Greek Life Alumni Reception
- Responsible for engaging alumni in the development of current Greek Life members through programs like “Networking with Nationals” or other mentor related programming
- Responsible for the organization and implementation the “Greek Life Giving Opportunity” Campaign
- Oversee the development of an Alumni section on the Greek Life website.
- Oversee the development of Greek Life Alumni publicity such as website updates, newsletters, etc.
- Assist with the development of an all Greek promotional item campaign
- Serve as a liaison for Greek Week Committee

Awards and Public Relations
- Regularly post relevant information to Greek Life social media accounts (Twitter, Facebook, Pinterest, website blog)
- Facilitate Twitter Trivia Tuesday contest
- Oversee the Greek Organization of the Month award program which includes, but is not limited to publicizing for nominations, working with Greek Advisory Board to select the recipients, organizing prizes, providing information for the Greek Life website
- Responsible for updating events on the Greek Life event calendar
- Publicize Greek Life programs and events
- Regularly write blogs for the Greek Life website
- Oversee the Greek Challenge for Excellence Awards program
- Work to develop a comprehensive Greek awards program
- Serve as a liaison for Greek Week Committee

Assessment and Innovation
- Responsible for the evaluation of Greek Life sponsored programs and events
- Reflection on data generated from Greek Life sponsored events to determine their biggest areas of improvement
- Assist with the implementation of the Greek CPR Values Based Assessment. May include, but is not limited to: survey creation, facilitating chapter presentations, etc.
- Responsible for examination of University and Greek Life policies Explore Greek Life based policies at other institutions similar to Truman State University
- Work with CSI professional staff to draft applicable Greek Life policies
- Evaluate the current Greek Life Summit Leadership Development program
- Discovery of new and effective programs that may include but are not limited to: philanthropy, fundraising, new member orientation, social events, etc.
- Serve as a liaison for Greek Week Committee

Greek Life Student Staff Application
Candidates are expected to include the following on the application:

- **Resume** that includes at least one campus reference (reference should not be a student)
- **Answers** to the following questions:
  - What does Greek Life mean to you?
  - Which Truman Greek Life pillar is most meaningful to you, and why? How do you feel you represent this pillar in your daily life?
  - What 3 skills/attributes do you possess that make you qualified for the Greek Life Intern position?
  - Why should you be selected to serve as a Greek Life Intern?
- **For Summer Applicants** – a list of dates you would not be available during the summer (specifically the month of June)
- **Schedule of availability** for: March 20th – 27th (please do not include weekend availability)

**Applications Due:** March 18th, 2014 by 6 PM

**Interviews:** All Interviews will be held March 20th - March 27, 2014_. All interviews will be scheduled using candidate’s supplied availability. You will be contacted with your interview time no later than March 19th, 2014. Interviews will be granted after an initial review of applications is conducted. Not all applicants will be granted an interview.

**Eligibility:** Each candidate must:
- Be a member in good standing of a Greek organization at Truman
- Be a full time, currently enrolled Truman student
- Possess or expect to earn at least 60 Truman Credit Hours by the conclusion of the spring 2014 semester.
- Have been a member of his/her organization for at least one semester
- Have and maintain a cumulative GPA of 2.5.
- **For Academic Year:** Be available for the entirety of the academic year
- **For Summer:** Be available for the majority of Summer Orientation dates

**Selections:** Applicants will be notified of decisions by April 7th. For questions or comments, please contact Laura Bates, Director of the Center for Student Involvement