



Greek Life Student Staff Job Descriptions and Information

- **Academic Year Greek Life Team** work approximately 8-10 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 2018 – May 2019. Anticipated start is August 2018.
- **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 2018 – August 2018. The CSI has openings for one NPC member and one NPHC member.

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 Greek Advisor and CSI all staff meetings
- Assist with New Student Move-in on August 15th
- Represent Greek Life at University designated programs such as Visit Days or Summer Orientation 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**
 - **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 at the University Tailgate
 - Responsible for facilitation of an online development series to benefit current Greek Life members through engagement from alumni and other mentoring programs
 - Oversee the development of Greek Life Alumni publicity such as newsletters, promotional items, etc.
 - Develop "Proud to be Greek" campaign, including periodic spotlights of Alumni members
 - Connect with Greek Alumni who return for the Career Expo each semester
 - Oversee the Letters Today, Leaders Tomorrow Greek Week scholarship process
 - Implement measures to connect with new alumni, such as the Graduating Senior Database
 - Correspond with Alumni and current Greek members who provide monetary donations
 - Serve as a liaison for Greek Week Committee

- **Awards and Public Relations**
 - Manage all Greek Life social media accounts (Twitter, Facebook, website blog, SnapChat)
 - Facilitate Twitter Trivia Tuesday contest
 - Oversee the Greek Organization of the Month and Greek Individual of the Month award programs 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 press releases for media outlets in the greater Kirksville community
 - Oversee the Greek Challenge for Excellence Awards program
 - Facilitate 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 expansion and implementation of the New Member Orientation video
 - 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
 - Facilitate and evaluate the current Greek Challenge for Excellence program
 - Discovery of new and effective programs that may include but are not limited to: philanthropy, fundraising, new member orientation, social events, etc.
 - Ensure programming and services are in line with industry CAS Standards
 - Compile an annual report at the end of the academic year using information gathered from Annual Reporting submitted by individual chapters
 - Oversee the facilitation and evaluation of the EBI survey
 - Serve as a liaison for Greek Week Committee

- **Community Development**
 - Facilitate and oversee first and second year engagement opportunities including the revision and execution of an Emerging Greek Leader course
 - Assist with the expansion and implementation of the New Member Orientation video series and assessment
 - Create leadership development opportunities and other educational resources for active members, i.e. Greeks Under Construction, officer transition manuals, officer training, etc.
 - Facilitate the growth of a Greek programming council to plan and facilitate all-Greek programming events within the Greek Life community
 - Develop programming inclusive of non-Greek students as to build upon campus-wide relationships
 - Plan and organize an all-Greek philanthropy event in order to expand the community impact of Greek life past that which is achieved during previously established events (i.e. Homecoming, Greek week)
 - Serve as a liaison for Greek Week Committee

A successful application includes:

- **An online application** at: https://formbuilder.truman.edu/web/form_builder2/form_builder.asp?testid=660
- **Resume** that includes at least one campus reference (reference should not be a student)
- **Schedule of availability for: April 16-April 25, 2018 (Not including weekends)**

Applications Due: Friday, March 30, 2018

Interviews: All Interviews will be held April 16-April 25, 2018. All interviews will be scheduled using candidate's supplied availability. You will be contacted with your interview time no later than April 16th, 2018. 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
- 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
 - Possess or expect to earn at least 60 Truman Credit Hours by the conclusion of the summer 2018 semester.
- **For Summer:** Be available for the majority of Summer Orientation dates

Selections: Applicants will be notified of decisions by April 27, 2018. For questions or comments, please contact Damon Pee, Program Advisor for Organizational Engagement and Leadership