



## **Greek Life Student Staff Job Descriptions and Information**

### **Academic Year Greek Life Position**

This position will work approximately 12 hours a week for the Center for Student Involvement. This Greek Life position 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 August 2019 – May 2020. Anticipated start is August 2019.

### **Summer Greek Life Position**

This position will work approximately 15 hours a week for the Center for Student Involvement. The intern represents Greek Life at Summer Orientation events and assists in the development and completion of summer projects in the Greek Life area. This appointment is from May 13, 2019 – June 28, 2019.

### **Working at the Center for Student Involvement/Student Union Building:**

Students are expected to support the mission of the Department. We anticipate that each student will collaborate with customers, faculty/staff, and students to assist with campus activities and organizational services while upholding University community standards. Students are hired and trained to support all the functions of the Department.

Students selected for this role will be expected to contribute to the Department's pursuit of providing a superior customer satisfaction experience by supporting the Department's values of: Inclusivity, Integrity, Collaboration and Customer Focus

### **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 meetings with fellow team members and the Greek Advisor and CSI all staff meetings
- Represent Greek Life at University designated programs such as Visit Days or Summer Orientation Days
- Perform other related duties as requested

**The academic year position will now be one staff member (not including team lead) that will perform tasks relating to:**

- Planning, organizing, promoting, and evaluating the Greek Life Alumni Reception at the University Tailgate
- Oversee the development of Greek Life Alumni publicity such as newsletters, promotional items, spotlights, etc.
- Organize programming that involves prevention and wellness
- Facilitate and oversee first and second year engagement opportunities including the revision and execution of an Emerging Greek Leader course
- Develop programming inclusive of non-Greek students as to build upon campus-wide relationships
- Explore Greek Life based policies at universities similar to Truman State
- Serve as a liaison for Greek Week Committee
- Perform other related duties as requested

**A successful application includes:**

- An online application at:  
[https://formbuilder.truman.edu/web/form\\_builder2/form\\_builder.asp?testid=660](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 29th - May 3rd

**Applications Due:** Thursday, April 25th at 11:59 PM

**Interviews:** All Interviews will be held April 29th - May 3rd. All interviews will be scheduled using candidate's supplied availability. You will be contacted with your interview time no later than April 27th. 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 2019 semester.
- **For Summer:**
  - Be available for Summer Orientation dates

**Selections:** Applicants will be notified of decisions by May 6th. For questions or comments, please contact Damon Pee, Program Advisor for Organizational Engagement and Leadership