

Greek Life Student Staff Job Description and Information

Academic Year Greek Life Position:

This position will work approximately 12 hours a week for the Union and Involvement Services (U&I). This position is responsible for completing a variety of assignments that contribute to the overall improvement of the fraternity and sorority community at Truman State University. This appointment is from August 2021 – May 2022. Anticipated start is August 2021.

Working at the Union and Involvement Services:

Students are expected to support the missions of Union and Involvement Services as well as and the fraternity & sorority community. 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.

Allocation of Time Spent- this is a sample of responsibilities:

- Meetings (councils, council leaders, greek life staff meetings): 40%
 - Keep aware of governing council standards - NIC, NPC and NPHC
 - Attend a weekly designated council meeting
 - Meet regularly with designated council leaders
 - Conduct monthly roundtables
 - Attend weekly team meeting with fellow team members and supervisor
- Event planning: 30%
 - Assist with programming that targets prevention and wellness
 - Conduct awareness events such as hazing prevention, alcohol/drug awareness, eating disorder awareness weeks
 - Research and benchmark fraternity and sorority based policies, programs and activities

- Develop programming inclusive of affiliated and non-affiliated students as to build upon campus-wide relationships
- Serve as a liaison for Greek Week Committee
- Working University events: 15%
 - Represent fraternity and sorority life at University Showcases Days, Truman Week and other campus-wide events
- General office tasks: 15%
 - Assist customers that visit the office;
 - Perform other related duties as needed.

A successful application includes:

- An online application available by clicking [here](#).
- Resume that includes at least one campus reference (reference should not be a student)
 - We will contact your chapter for a reference as well.

Applications Due: April 22, 2020 at 11:59 PM

Interviews:

All Interviews will be held April 22th-30th. All interviews will be scheduled using candidate's supplied availability. You will be contacted with your interview time no later than 48 hour prior . Interviews will be granted after an initial review of applications is conducted. Applicants who do not submit all materials will not be considered to have completed their application. Not all applicants will be granted an interview.

Eligibility: Each candidate must:

- Be a member in good standing of a IFC, NPHC or NPC chapter at Truman
- Be a full time, currently enrolled Truman student
- Have been a member of their organization for at least one semester
- Have and maintain a cumulative GPA of 2.75
- Be available for the entirety of the academic year

Selections:

Applicants will be notified of decisions by May 5, 2021. For questions or comments, please contact greeklife@truman.edu

Truman is an equal employment opportunity, affirmative action employer committed to cultural diversity and compliance with the Americans with Disabilities Act. Truman State University is an equal opportunity institution. For disability accommodation, please contact the Office of Institutional Compliance, Violette Hall 1308, 100 E. Normal, Kirksville, MO 63501 (660) 785-4354 or titleix@truman.edu.