I. Title: Graduate Assistant: Greek Life & Student Activities – Gorham Campus
Assignment: Office of Student Activities & Greek Life
Division: Student Affairs
Department: Student Activities
Location: 119 Brooks Student Center, Gorham 04038
Schedule: 20hr Flexible Aug-May (Academic Year)

Organizational Relationships:
Reports to: Coordinator of Student Activities & Greek Life
Coordinates with: Executive Team Leader, Director of Student Life, Assistant Director of Student Life, Program Managers, Staff Associate, Student Groups and Residential Life Staff.

II. Purpose:
Provide necessary administrative and programmatic support for Student Activities and Greek Life.

III. Key Functions (% Priority Weight):

Advisory Responsibilities (50%)
- Advise the Gorham Campus Activities Board (G-CAB) with the Coordinator of Student Activities
  - Provide insights on weekly programming (event) activities
  - Maintain accountability for organization ensuring adherence to constitutional obligations.
  - Facilitate effective and clear communication of events with Department of Student Activities.
- Advise Greek Life Areas with the Coordinator of Student Activities & Greek Life
  - Co-Advise the All Greek Council with the Coordinator of Student Activities
  - Bi-Weekly one on one’s with all Greek Presidents, and Presidents of All Greek Council
  - Maintain accountability of chapters to the Annual Performance & Excellence Program
  - Advise the Greek President Council
  - Attend all Greek Alumni Council Meetings (GLAC)

Programming Responsibilities (25%)
- Coordinate and facilitate events within the Student Activities office (splitting the Student Activities programing load with the Coordinator, Intern, and other GA’s throughout a given month).
- Assist the Office of Student Activities & Greek Life with Welcome Weekend, Fall Fest, and other large campus-wide events.
- Lead the charge, and execute annual Greek Winter Formal.
- Attend and facilitate Greek Life Programs on both the Gorham and Portland Campus’s.
- Serve as a Co-Chair on one standing committee.

Administrative Responsibilities (25%)
- Maintain a minimum of five office hours per week and maintain a regular, visible presence in the Office of Student Activities & Greek Life.
- Maintain the Greek Life Budget with the Coordinator of Student Activities & Greek Life
- Support the Coordinator of Student Activities in the facilitation of campus wide programs.
- Attend Student Activities staff and Student Life Department meetings.
- Support Staff in upholding of procedures and policy.
- Provide adequate support for expansion efforts of the office of Greek Life to add 1 nationally Recognized Panhellenic Sorority to our campus by spring of 2016.
- Serve as a primary contact for students who have questions about Student Activities office functions.
- Maintain the Performance and Excellence document and scores for all Greek Chapters.
II. **Supervision Received:**
Receives direct supervision from the Coordinator of Student Activities & Greek Life.

III. **Qualifications:**

1. Must be enrolled in coursework at the University of Southern Maine
2. Work flexible hours including nights and weekends.
3. Self-motivated and able to work both autonomously as well as with a team.
4. Effective verbal and written communication skills.
5. Attention to detail.
6. Reliable.
7. Comfortable working with technology.
8. Proven problem solving skills.
9. Uphold USM conduct code, and all Student Activities policies
10. Must maintain at least a 3.0 GPA

IV. **Remuneration:**

This is an academic year position, and approximately 20 hours a week. Upon hiring, the candidate will have the opportunity to choose one of two compensation packages. Compensation includes housing in a Gorham Residence Hall, a meal plan for use in the dining hall, and your choice of a stipend or tuition waiver in the total of $2,000 per semester, the student must be enrolled in at least 3 credits at the University of Southern Maine and is responsible to maintaining good financial standing with the institution.

V. **Employment Statement:**

The above statements are intended to describe the general nature and level of work being performed by individual assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

As a representative of USM Student Activities, you are expected to be a role model, exhibiting appropriate behavior both before and after selection. Violations of the University Conduct Code may either prevent your selection or terminate your position as a Campus Wide Events Graduate Assistant.

**Interested in applying for this Position? Please send a Resume and Cover Letter to Dan Welter at Dwelter@usm.maine.edu.**

**Want to know more, you can reach out to Dan Welter:**
E-mail: Dwelter@usm.maine.edu
Phone: (207) 780 5081