

# University of Central Arkansas

## Student Life

### *Graduate Assistantship*



#### **About Us**

The mission of the Office of Student Life is to promote student involvement and growth by providing purposeful, student-focused programs, services, and learning opportunities. Student life is the home to Fraternity and Sorority Life, Registered Student Organizations (RSOs), OrgSync, Bear Den, and several university events and traditions.

The Office of Student Life is excited to invite graduate students to apply for the Office of Student Life – Graduate Assistantship position. The position will provide a practical, administrative, and developmental experience. The Graduate Assistant will:

- Enhance their advising and student programming skills.
- Learn best practices for student leadership and activities.
- Apply classroom learning to projects and initiatives.
- Increase their knowledge of the Student Life functional areas.
- Enhance their administration skills.

#### **GA Responsibilities**

As a member of the Student Life Team, the graduate assistant will:

- Assist with the formal recruitment processes for the Fraternity and Sorority community.
- Assist with the planning and execution Family Day, Homecoming, RSO Training, and RSO Fair, Social Events Training, Student Involvement Awards, Who's Who Awards Process, Greek Summit Training, and RSO Officer Transition Training.
- Coordinate and helping plan the RSO officer transition training.
- Manage social media accounts and assist with marketing and advertising for Student Life.
- Co-advise a student organization and provide administrative support to the RSO council.
- Manage the Social Events Registration process for student organizations.
- Track community service hours and philanthropy donations for Greek chapters.
- Provide assistance to Student Life events including; Greek 101, Social Events Training, Greek Information Night, Game Day Needs, etc.
- Serve as an Orgsync administrator for campus needs.
- Facilitate presentations to students, faculty, and staff.
- Coordinate retreats and trainings for student leaders.
- Assisting with the planning and execution of Greek Week with the All Greek Council
- Complete additional duties as assigned.

#### **Qualifications**

- Must be enrolled in one of the UCA graduate programs for the 2018-2019 academic year (with preference given to students in the College Student Personnel Services & Administration Program).
- Demonstrated leadership experience within a student organization or volunteer organization.
- Knowledge of NIC, NPHC, NPC, and NALFO umbrella organizations is preferred.
- Working knowledge of Orgsync or Collegiate Link is preferred.
- Experience and/or interest working with college students in an advising capacity.
- Demonstrated facilitation or event planning experience is preferred.

# University of Central Arkansas

## Student Life

### *Graduate Assistantship*

**Compensation**

\$10,000 stipend per academic year. Additional professional development opportunities and/or funds for regional/national conference may be available upon request.

**Length of Assistantship**

August 12, 2019 – May 31, 2020

**Supervision**

The graduate assistant will report to the Director of Student Life and the Assistant Director for Student Life. Some activities will require direct supervision, while others will require independent work with little supervision. The GA is responsible for weekly meetings and/or reports to both supervisors.

**Application Deadline**

A review of candidates will begin immediately and the position will remain open until filled. To apply please send your cover letter, resume, and 3 professional references to Jordan Frederking, Assistant Director for Student Life, Panhellenic Advisor.

---

To inquire about or apply for this position please contact:

Jordan Frederking

Phone: 501-450-5169

E-mail: [jfrederking1@uca.edu](mailto:jfrederking1@uca.edu)