Position: Graduate Assistant for Leadership Programs and Fraternity and Sorority Life
Office: Office of the Dean of Students, Division of Student Development
Term: August 15, 2016 – May 13, 2017
1 year term with possible renewal for a second year, if mutually agreed upon by both parties. Possible renewal will be discussed after the 2017 spring break period.

Position Description
- Promote current leadership programs and how it can be beneficial to all students with faculty/staff across the University
- Assist with the application process, selection, execution, and facilitation of leadership programs (i.e. Leadership Institute, Lunch & Leads, Greek Leadership Academy, Gentlemen’s Institute, Greek Executives Institute, LeadUTC, Spring into Leadership, LeaderShape, etc.)
- Serve as a secondary administrator for OrgSync@UTC, in collaboration with the Assistant Dean of Students for Student Activities
- Work with the SGA Parliamentarian to facilitate the student organization recognition process, including managing requests, responding to inquiries about how to start groups and sending out formal documentation
- Assist with the marketing/branding of all Leadership Programs and Fraternity Sorority Life
- Assist with the planning and implementation of Greek Show
- Assist with the compilation and assessment of leadership programs and fraternity sorority life (i.e. grade reports, community service/philanthropy reporting, activities/trends around pillars of Greek Life, etc.).
- Represent/Be Present at Office of the Dean of Students events, when requested, so students recognize you as a resource
- Additional experience could be gained assisting the Office of the Dean of Students and Division of Student Development with special projects, in areas such as student life, multicultural affairs, assessment, and student conduct
- Attend one-on-one meetings with supervisors and staff meetings when needed.
- Other duties as assigned based on interests of the graduate assistant and/or needs of the office

Position Requirements
- 20 hours per week in the office
- Must be currently and continuously enrolled in a graduate degree program at UT Chattanooga during the duration of the term and remain in good standing with your program and the University
- Flexibility and ability to work nights and weekends when needed additionally
- A commitment to professional development and continuous growth
- An agreement of confidentiality
- Strong time management, organization, critical thinking, cultural competency, collaborative spirit and enthusiasm

Preferred Qualifications
- Strong involvement in student organizations and activities while an undergraduate student in the areas of student activities, leadership programs, fraternity and sorority life or housing and residence life

Professional Development
- Training opportunities throughout the above mentioned term
- On-going training and supervision from the Office of the Dean of Students Staff

Compensation Full tuition waiver and $3,500 stipend per semester ($7,000 total).

Position Supervisors
Aubrey Duman, Assistant Dean of Students for Leadership Programs and Fraternity Sorority Life
Danny Grzesik, Associate Dean of Students for Leadership Programs and Fraternity Sorority Life

To Apply Please submit a resume and cover letter to Aubrey-Duman@utc.edu by May 2, 2016. You may be contacted for an interview if we are interested in your application.