

Greek Life Assistant Position Description (10 hours per week)

I. Basic Function and Responsibility

A. The Greek Life Assistant is a 10-month live-in position that assists the Greek Life staff in completion of activities and tasks involving the administration and operation of the building, serves as a resource and paraprofessional counselor, monitors and documents student conduct, and reports and monitors building operations within an assigned facility. The Greek Life Assistant assists the chapter by working with the chapter's leadership, executive board, and individual members. The time commitment of the position is 10 hours per week, with 8 of those hours being in the office and 2 of the hours working within the houses.

B. Compensation

1. A furnished apartment: one bedroom with kitchen (please note that the Alpha Phi Greek Life Assistant will be provided a bedroom with shared bathroom and kitchen)
2. A stipend of \$2,000/semester (includes price of parking pass that Greek Life Assistant is responsible for) upon completion of the expectations outlined below
3. Ability to request that a partner/dependent reside in the apartment (excluding Alpha Phi)
4. Small caged pets and cats allowed in apartment, upon approval
5. Summer housing available for multi-year employment contingent on ability to maintain a 5 hour per week work expectation

II. Position Duties and Responsibilities

A. General

1. Complete Housing Responsibilities
 - a) Processing check outs
 - b) Maintenance requests
 - c) Closing the chapter houses at the end of the semesters
2. Biweekly meetings with presidents and house managers
3. Planning at least one program per facility each semester
4. Keep alert to early signs of potential problems and work with the Director and Associate Director of Greek Life to institute preventive and intervention measures
5. Be knowledgeable of and adhere to the Mental Health/Medical Protocol when responding to crisis situations
6. Establish positive working relationships with Housekeeping and Facilities Staff
7. Serve as a liaison between chapters and on and off campus resources
8. Attend Trainings (typically beginning of August and January with other dates as needed)
9. Attend monthly staff meeting
10. Serve as a positive role model for the campus community

11. Work on collaborative staff project

B. Housing

1. Serve as a liaison between the Office of Greek Life and Office of Housing
2. Schedule and perform Greek Housing walkthroughs in coordination with Housing staff
3. Schedule and coordinate House Manager Meetings including creating and maintaining meeting agendas
4. Plans and facilitate House to Home programming in coordination with Director of Greek Life and Housing staff
5. Provide housing related to support to fellow Greek Life Assistants
6. Assist in the collection of Greek Meal Plan information
7. Plan Housekeeper Appreciation Events
8. Work with the house managers to provide various tools in order to ensure houses are well-equipped with any needed information

C. Citizenship-Wellness

1. Assist the Associate Director with the advisement of the Citizenship Team focused on Wellness-VP of Citizenship for Wellness, AVPC for Wellness, SMARRT
2. Provide support to the Upstander Intervention initiative, including organizing Upstander 101 (marketing, room reservations, facilitators, assessment, etc.).
3. Directly advise and support the planning and execution Fresh Check Day.
4. Collaborate with the Citizenship Team focused on wellness to create and distribute the Wellness Wednesday newsletter
5. Assist with Culture of Care programming and program mapping
6. Serve as a liaison between the Greek Life Office and UHCS
7. Track and report all Citizenship Wellness data including Upstander data
8. Assist with all GLO assessment projects (including, but not limited to Mitchell's Survey, Health Index, etc.)
 - a) Work collaboratively with Associate Director to establish priorities and timelines for each project
 - b) Collect all necessary data from Greek Life in to develop necessary materials for reporting purposes
 - c) Assist with analyzing data and providing recommendations
 - d) Develop comprehensive reports to help support the GLO, IFC/PHC, and individual chapter decision making
9. Provide Citizenship programming for individual chapters upon request

D. Citizenship-Social Justice

1. Assist the Associate Director with the advisement of the Citizenship Team focused on Social Justice-VP of Citizenship for Social Justice, AVPC for Social Justice, Inclusion Chair, LHM

2. Directly advise and support the planning and execution Greek Life Sexual Misconduct Taskforce (EPIC) and its programs and initiatives.
3. Directly advise and support LHM, Greek Life Citizenship Honorary society
4. Assist Associate Director and VP of Citizenship for Social Justice in coordinating programming and initiatives to support diversity, inclusion, and equity, including but not limited to the Racial Literacy program and partnerships with OMA.
5. Assist the Associate Director and Citizenship team in developing and delivering educational curriculum to support topics related to social justice (i.e. sustained dialogue, restorative justice, racial literacy, toxic masculinity, etc.)
6. Assist with Culture of Care programming and program mapping
7. Serve as a liaison between the Greek Life Office and the Flora Stone Mather Center, Office of Multicultural Affairs, and Center for Civic Engagement and Learning
8. Track and report all Citizenship Social Justice data
9. Assist with all GLO assessment projects (including, but not limited to Mitchell's Survey, Health Index, etc.)
 - a) Work collaboratively with Associate Director to establish priorities and timelines for each project
 - b) Collect all necessary data from Greek Life in to develop necessary materials for reporting purposes
 - c) Assist with analyzing data and providing recommendations
 - d) Develop comprehensive reports to help support the GLO, IFC/PHC, and individual chapter decision making
10. Provide Citizenship programming for individual chapters upon request

E. Leadership

1. Assist the Manager for Greek Councils with the coordination and facilitation of community leadership development programs (including StrengthsQuest, Big Mentoring Training, New Member Education Training, Academy and Jumpstart)
2. Assist the Director of Greek Life in the advising of Order of Omega, Greek Leadership Honorary
3. Co-Advise the Order of Omega Pytte Cup Coordinator and assist with the management of the Pytte Cup process (Greek Community Leadership awards process)
4. Provide leadership development programming to individual chapters per request.
5. Assist in assessment related to leadership programs. Work collaboratively with the Greek Life Assistant assigned to assessment.
6. Assist the Director of Greek Life, Manager of Greek Councils, and Greek Leadership Interns with any additional projects.

F. Marketing

1. Assist in developing, evaluating and executing Greek Life Office marketing strategy to parents, alumni, campus community and other key stakeholders
2. Assist in advising student leaders on their marketing initiatives and branding
3. Report on trends and track data within CWRU greek and campus community and national college student experience
4. Manage identity and integrity of the Greek Life Brand
5. Proof, coordinate, and edit Annual Report
6. Include Culture of Care into marketing and messaging of programs and outcomes to assist in driving engagement
7. Assist with keeping the Greek Life website up to date
8. Assist with coordinating communication to campus and community partners

G. Events

1. Work with the Manager for Greek Councils to plan all community receptions (including the Scholarship Reception and Giortaste)
2. Assist the Director of Greek Life in the advising of the Greek Games committee including attending committee meetings and Greek Games events
3. Assist Associate Director of Greek Life in coordinating Greek Life Assistant Trainings and Meetings including creating and maintaining meeting agendas

III. Application Requirements

- A.** All applicants must have obtained a bachelor's degree prior to the Fall 2022 academic semester to qualify for the graduate staff positions, or are in the final year of a bachelors/masters degree program.
- B.** Graduate staff are preferred to be enrolled as a part-time/full-time degree-seeking graduate student.
- C.** Graduate staff will limit outside employment to graduate assistantships, CWRU student employment, or part-time work that does not exceed a total of 20 hours per week excluding academic recesses.
- D.** Applicants must be available to work the complete term of this position (August 1, 2022- May 31, 2023). If your graduate program conflicts with the contract dates, please notify in writing to jws149@case.edu.

IV. Application Timeline

- A.** February 15, 2022 - Application opens for 2021-2022 academic year candidates
- B.** March 18, 2022- Priority application deadline. Please note: Applications will continue to be accepted until all positions are filled.
- C.** Late March 2022 - Eligible candidates will be interviewed on a rolling basis
- D.** Early April 2022 - New staff offers extended on rolling basis

E. April 29, 2022 - Greek Life Assistant candidate's deadline to accept or decline an offered position