

Greek Life Assistant Position Description (10 hours per week)

I. Basic Function and Responsibility

A. The Greek Life Assistant (GLA) is a 10-month live-in position that assists the Greek Life staff in completion of activities and tasks in a specific functional area. General tasks and functional area responsibilities include, but are not limited to, the administration and operation of the building, serving as a resource and paraprofessional counselor, monitoring and documenting student conduct, and advising student leaders. The time commitment of the position is 10 hours per week. 8 of those hours will be in the office and 2 of those hours working within their on-campus apartment.

B. Compensation

1. A furnished apartment: one bedroom with kitchen
 - a) Alpha Phi Apartment - shared kitchen and bathroom with undergraduates
 - b) Phi Mu - private bathroom and shared kitchen with undergraduates
2. A stipend of \$2,000/semester upon completion of the expectations outlined below
3. Ability to request that a partner/dependent reside in the apartment (excluding Alpha Phi or Phi Mu)
4. Small caged pets and cats allowed in apartment, upon approval (not allowed in Alpha Phi or Phi Mu)
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. Biweekly meetings with presidents and house managers
2. Planning at least one programs per facility each semester
3. Complete Housing Responsibilities
 - a) Processing check outs
 - b) Maintenance requests
 - c) Closing the chapter houses at the end of the semesters
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. Assist with Well-Being check-ins as requested by Greek Life staff or other university professionals
7. Establish positive working relationships with Housekeeping and Facilities Staff
8. Serve as a liaison between chapters and on and off campus resources

9. Attend Trainings (typically beginning of August and January with other dates as needed)
10. Attend monthly staff meeting
11. Serve as a positive role model for the campus community
12. Work on collaborative staff project

III. Functional Area Duties and Responsibilities (subject to change)

A. Housing

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

B. Citizenship - Wellness

1. Assist the Associate Director with the advisement of the IFC/PHC Vice President of Citizenship - Wellness
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 of a wellness day event for the Greek Life community and overall student body
4. Collaborate with IFC/PHC to focus on the creation and distribution of the Wellness Wednesday newsletter
5. Assist with Culture of Care programming and program mapping
6. Track and report all Citizenship Wellness data including Upstander data
7. Provide Citizenship programming for individual chapters upon request

C. Citizenship - Social Justice

1. Assist the Associate Director with the advisement of the IFC/PHC Vice President of Citizenship - DEI
2. Assist the Associate Director and IFC/PHC Vice President of Citizenship - DEI in coordinating programming and initiatives to support diversity, inclusion, and equity, including but not limited to the Racial Literacy program and partnerships with OMA.
3. Assist the Associate Director and IFC/PHC in developing and delivering educational curriculum to support topics related to social justice (i.e. sustained dialogue, restorative justice, racial literacy, toxic masculinity, etc.)
4. Assist with Culture of Care programming and program mapping
5. Track and report all Citizenship Social Justice data
6. Provide Citizenship programming for individual chapters upon request

D. Citizenship - Service and Philanthropy

1. Assist the Associate Director with the advisement of the IFC/PHC Vice President of Citizenship - Service & Philanthropy
2. Assist the Associate Director and IFC/PHC Vice President of Citizenship - Service and Philanthropy in coordinating programming and initiatives to support CCEL.
3. Assist the Associate Director and IFC/PHC in developing and delivering educational curriculum to support topics related to being an active and responsible community member
4. Assist with Culture of Care programming and program mapping
5. Track and report all Citizenship Service & Philanthropy data
6. 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. SMARRT

1. Directly advise (with the support of the Associate Director) SMARRT (Greek Life peer health program).

2. Support SMARRT in utilizing the Culture of Care assessment, program assessment, and SMARRT leader evaluation for informing priorities, developing new curriculum, recognizing progress, and marketing of the program and impact
3. Support campus based peer health initiatives

IV. 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, 2023- May 31, 2024). If your graduate program conflicts with the contract dates, please notify in writing to jws149@case.edu.

V. Application Timeline

- A. March 17, 2023 - Application opens for 2023-2024 academic year candidates
- B. April 3, 2023 - Priority application deadline. Please note: Applications will continue to be accepted until all positions are filled.
- C. Early April 2023 - Eligible candidates will be interviewed on a rolling basis
- D. Mid-Late April 2023 - New staff offers extended on rolling basis
- E. Late April 2023 - Greek Life Assistant candidate's deadline to accept or decline an offered position