Position Description

Working Title: Graduate Assistant
Home Department: Greek Life, Dean of Students

Last Updated: January 2022

Position Summary:
The Graduate Assistant in the Office of Greek Life (OGL) is part of the Student Engagement and Leadership Cluster in the Dean of Students division at Vanderbilt University. The GA will assist in advising and support of the VU Greek community by assisting with programmatic initiatives, including the Come to Me Campaign (mental health awareness campaign), Trick-or-Treat and Greek Awards and aiding governing councils throughout the year in a wide variety of ways in an effort to enhance student learning and focus on the Greek community priorities. Additionally, the GA will serve as the primary advisor the Dance Marathon, the largest student run philanthropy at VU. The GA will also assist in the management of the VU Greek community, specifically working with the Greek Member Experience and Ignite VU programs for curriculum management on the logistics, reporting and assessment of the programs.

Time Commitment
The position will begin in August 2022 and last for 9 months. Continuation of the assistantship will depend upon satisfactory performance of your assigned duties and progress toward your degree. You will be expected to work 20 hours per week excluding university breaks. This will include some evening and weekend hours.

About the Work Unit: Office of Greek Life
The Vanderbilt Greek community consists of roughly 25 fraternities and sororities, comprising approximately 25% of the student population. The Office of Greek Life advocates for meaningful student engagement. We seek to be partners in providing a holistic fraternity and sorority experience rooted in learning, connection, and development that will equip our students for success at Vanderbilt and beyond. We collaborate with campus partners, national organizations and alumni advisors to support our students as we work on the Greek community priorities including: Diversity, Equity Inclusion; Creating Space of Belonging; Sexual Misconduct Prevention; Health & Wellness, Community & Civic Engagement; and Personal & Professional Development.

About the Office of the Dean of Students
The Office of the Dean of Students serves a central role in student learning and development at Vanderbilt, advancing the University’s mission of teaching, research, and service by fostering academic and social networks through which students develop as intentional learners and global citizens. The Office of the Dean of Students creates opportunities to involve students, faculty and staff in diverse learning communities and provides a critical support structure for enriching the overall student experience. We achieve these ends through strategic alignment, both internally and in concert with other university departments. We care deeply. We educate completely. We lead with excellence. Diversity, equity, inclusion, and mental health are top priorities for the institution and by extension the offices of the Dean of Students. Our staff are committed to
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continued growth in knowledge, awareness, skills, and experience engaging with these priorities in a higher education environment.

Key Functions and Expected Performance:

- Serve as the primary advisor to Dance Marathon, the largest student run philanthropy at VU
- Manage all logistics of Greek Member Experience curriculum, including adding campus events to curriculum, tracking student participation and producing chapter reports
- Provide logistical support for the Ignite VU program including tracking student participation, producing reports and assessments
- Advise specific officers and provide support to Greek governing councils: Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC) or Panhellenic Council as team needs dictate
- Work with governing council officers on cross-council collaborative programming efforts, including annual Trick-or-Treat event in October
- Assist with office programs as needed, including annual retreats and leadership programs
- Coordinate annual Greek Awards process
- Support Come to Me Campaign, Greek community led mental health awareness campaign
- Regularly meet with students to engage in meaningful conversations to identify potential issues those students might be facing in their leadership roles and as people.
- Contribute to Greek community priorities to ensure alignment with university strategic priorities and objectives.
- Be knowledgeable about the various campus resources to help refer students to the proper office to address needs that go beyond the scope of the office; this may include academic resources, trauma resources, professional development, etc.
- Shares information and communicates proactively with team members on all team related decisions to ensure effective group dynamics and collaboration for agreed upon outcomes.
- Attend weekly OGL meetings and 1:1 meetings with supervisor to ensure effective exchange of information and contribute to idea sharing for the benefit of the team and students we serve.
- Other duties as assigned to be determined by the needs of the office/community
- Participate in opportunities for engagement within the Office of the Dean of Students
- Participate in professional development opportunities
- Participate in division wide events as needed (Move-In Day, Rites of Spring, Diverse ‘Dores Day, MLK Day, etc.) to support colleagues and ensure these events run smoothly.

Supervisory Relationships:
This position reports to the Director of Greek Life

Education and Certifications:
- Full-time enrollment in graduate degree program at Vanderbilt University is required.
- Enrollment in the M.Ed. Higher Administration Education program in the Department of Leadership, Policy, and Organizations at Peabody College is strongly preferred.
Experience and Skills:

- Membership in a fraternity and sorority
- Demonstrated commitment to diversity, inclusion and social justice
- Interest in mentoring, developing, and supervising students
- Ability to function well under pressure and in a fast paced office environment
- Outstanding interpersonal skills and ability to build professional relationships with students, community stakeholders, and other University departments and divisions
- Excellent decision-making and time management skills
- Strong ability to work with and contribute to the team
- Ability to work independently
- High level of attention to detail
- Excellent written and verbal communication skills

Compensation

GA: The compensation for this assistantship includes an annual stipend paid over the 9-month period (33% of Peabody tuition) and a 66% tuition scholarship, (33% paid by the Office of the Dean of Students/Office of the Provost and 33% paid by Peabody College) paid directly to your student account. The tuition benefit is for the total minimum number of hours needed to complete your academic program.

NOTE: It is required that you apply for financial aid and request that any available work-study funding be used towards these positions.