



DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	Fraternity and Sorority Life Assistant
PERSONNEL CLASSIFICATION:	Student Employment
DEPARTMENT:	Wackerle Career and Leadership Center: Office of Student Involvement
POSITION SUPERVISOR:	Associate Director of the Wackerle Career and Leadership Program

DUTIES/RESPONSIBILITIES: May include, but are not necessarily limited to the following:

1. Coordinate the Fraternity & Sorority Life master calendar.
2. Produce the Greek Newsletter for advisors.
3. Write ads and articles for The Courier.
4. Assist with coordination of the New Member Retreat and the New Officer Summit.
5. Coordinate officer roundtables for Alumni Relations Chairs, Philanthropy/Community Service Chairs, and Academic Chairs.
6. Assist with office programming (run errands on campus, make phone calls, make copies, and assist with promotional materials and publicity).
7. Represent Fraternity & Sorority Life at various Admissions events.
8. Maintain the web presence of Fraternity and Sorority Life via Facebook, website, and other social media.
9. Other duties as assigned.

QUALIFICATIONS OF POSITION:

1. Be in good standing with Monmouth College, and a fraternity or sorority at Monmouth College.
2. Hold a minimum 2.75 cumulative GPA.
3. Be available for the entirety of the 2014-2015 academic year.

GENERAL EXPECTATIONS OF POSITION:

1. Show initiative on a regular basis and be self-motivated.
2. Have a sense of humor.
3. Ability to plan, implement and evaluate complex tasks and procedures.
4. Excellent organizational and communication skills.
5. Regular attendance at work is among the essential functions of the position.
6. Evening and weekend work may be required to fulfill responsibilities.
7. Ability to maintain confidentiality.
8. Conduct is expected to be professional and courteous.

ADDITIONS, AMENDMENTS, AND DELETIONS: Unless notated differently, qualifications listed herein should be considered to be required. The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, or department head.