**Graduate Assistant, Fraternity & Sorority Life**  
**Student Involvement & Leadership Development**  
**Northern Illinois University**

**Student Involvement & Leadership Development (SILD):** SILD is dedicated to supporting the academic mission of NIU by helping students become actively engaged in campus life. Our staff partners with and provides advisement to many student organizations, Greek lettered organizations, the Campus Activities Board, and the Student Association. SILD staff organize volunteer and leadership opportunities for students. Additionally, SILD has unique student employment positions with Event Production Services (EPS) as well other services that are a part of the department.

**Department Mission:** Student Involvement & Leadership Development is dedicated to engaging students and the University community in campus life through intentional programs and resources that facilitate holistic development.

**Student Affairs & Enrollment Management Mission:** In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs & Enrollment Management creates student learning opportunities and provides critical service beyond the classroom that inspire intellectual, personal, and civic growth for leadership in a diverse and complex world.

**The Position:** This graduate assistant (GA) reports directly to the SILD Fraternity & Sorority Life Associate Director. This GA serves as an advisor to an assigned council, is responsible for planning and coordinating various programs, providing administrative support to the Associate Director in all areas of Fraternity & Sorority Life, and may be on call at various points in the year. The GA is a part of the general SILD team and assists with departmental programs such as Welcome Week, Family Weekend, LEAD Summit, Homecoming, NIU Cares Day, and the Kevin D. Knight Leadership Awards. This role also plays a part in planning and executing Greek Week and the Greek Awards.

**Responsibilities:**

- **Flexibility:** Participate in activities outside the general scope of the assigned area as needed by SILD, particularly during times like Welcome Days, Homecoming, and NIU Cares Day.
- **Interpersonal Relations:** Work well with various constituencies and with SILD staff and partners.
- **Oral Communication:** Assist in representing the department at Open Houses and other outreach efforts.
- **Program Development/Planning:** Assist in developing, maintaining, and improving department programs such as the Kevin D. Knight Leadership Awards, Formal Recruitment, NIU Cares Day, Greek Emerging Leaders Retreat, Presidents’ Retreat, etc.
- **Collaboration:** Create effective partnerships with various student organizations, councils, university offices, community partners and other constituencies to complete and enhance department tasks and priorities.
- **Multicultural Competency:** Work well with students, faculty, and staff from diverse backgrounds and experiences.
- **Organizational Skills:** Effectively handle multiple tasks and large-scale programs in addition to general duties. The completion of projects should be organized for future graduate assistants.
- **Leadership:** Provide strong and visionary leadership for assigned SILD programs or areas (e.g., Greek Councils, Leadership Workshops, etc.).
- **Advising:** Assist in advising students/organizations and/or overseeing assigned programs/areas in SILD.
- **Assertiveness/Confrontation:** Assist in disseminating policy information to various constituencies. GAs are also expected to provide constructive feedback to supervisors about their assigned programs, organizations, or councils.
- **Analytical:** Develop systems or methods of tracking services and their effectiveness. Provide assistance in thinking through program details and possible pitfalls and opportunities.
- **Develop and Present Training:** Establish and present training or presentations for students, organizations, and other constituencies.
Requirements:
- Admitted to NIU’s graduate school and enrolled in a graduate course of study.
- Preference will be given to graduate students pursuing a degree in Counseling, Adult and Higher Education; but those pursuing a closely related field or discipline at Northern Illinois University will be considered.
- Preference will be given to candidates with membership in a Greek organization or with experience working with a Fraternity or Sorority.

Qualifications:
- Demonstrated skills in leadership, communication, and the ability to work with students.
- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.

Salary/Compensation for a 10 month, 10-20 hours per week position include:
- Start Date: July 16, 2016
- Salary: $1000 per month, distributed semi-monthly
- Tuition: Tuition waiver (excluding student fees, any off campus fees, the cost of books, etc.)
- Housing in residence hall: no
- Meal Plan: no
- Other Benefits: professional development opportunities

Contact Information:
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