



## **Campus Life Graduate Assistant (Fraternity and Sorority Life)**

Department: Campus Life – Office of Student Involvement  
Supervisor: Director of Student Involvement & First-Year Programs  
Supervisor Contact: kdiallo@rider.edu, 609.896.7408

### **Position Summary**

Campus Life complements the academic experience and strives to enrich the community experience at Rider University through our programs and services. The Graduate Assistant for Campus Life (Fraternity and Sorority Life) reports to the Director of Student Involvement and First-Year Programs with additional support to the Assistant Director for Student Involvement and Fraternity and Sorority Life. Responsibilities include assisting with the design and implementation of an engagement campaign for Campus Life and its programs/initiatives using print, electronic, and social media. Responsibilities also include supporting Fraternity & Sorority Life and general management, planning, and implementation of student engagement programs, including specific efforts to enhance the fraternity and sorority experience.

### **Responsibilities**

- Oversee the development of marketing materials and campaigns for Campus Life and its programs/initiatives including *This Weekend at Rider* email newsletters and communications, annual Community Connection poster development, and a vibrant social media presence.
- Manage the Fraternity and Sorority Life email account and send correspondences as needed. Assist with the management of the Fraternity & Sorority Life website and social media platforms, BroncNation page, and record keeping.
- Assist with the planning and execution of Greek-wide programming, including Greek Week, recruitment, student leadership retreats/trainings, and cross-departmental collaborations.

- Assist with the advisement of the Rider University Greek Council (RUGC) and sub-councils and oversee the Greek Ambassadors Program.
- Assist with the supervision and implementation of weekend activities and late-night programming initiatives.
- Manage Axis TV ads across the campus including the approval and scheduling of ads
- Coordinate student organization representation at Rider University Admissions programs, including Open Houses/Admitted Students Days.
- Attend and participate in divisional and departmental meetings.
- Assist any staff member and/or student in an emergency.
- Assist with the programmatic initiatives during snow/bad weather or emergencies.
- Other duties as assigned.

### **Qualifications**

- Currently enrolled in a graduate program (presently or for the Fall Semester)
- Bachelor's Degree and a cumulative GPA of 3.0 or higher
- Proficiency in Microsoft Office and Google Suite components
- Proven commitment to providing leadership in enhancing an atmosphere of diversity and inclusion
- Flexibility with work schedule is necessary as weekends and evenings are required

### **Desired Characteristics**

- A sincere desire to work with and empower students; enthusiasm, creativity, and professionalism. Experience in campus programming; experience in fraternity/sorority life is preferred but not required. proficiency in social media platforms, Microsoft Suites, etc.

### **Compensation**

- 12 credits per year - 6 per semester
- Hourly wage of \$15.37/hour at 20 hours/week
- Off June and July