

Fraternity and Sorority Life Student Staff Job Description and Information

Academic Year Fraternity and Sorority Life Position:

This position will work approximately 12 hours a week for the Union and Involvement Services (U&I). This Fraternity and Sorority Life position is responsible for completing a variety of assignments that contribute to the overall improvement of the FSL Community at Truman State University. This appointment is from August 2022 – May 2023. Anticipated start is August 2022 with training starting a week before Truman Week.

Working at the Union and Involvement Services:

Students are expected to support the missions of the U&I and the Fraternity and Sorority Life community. We anticipate that each student will collaborate with customers, faculty/staff, and students to assist with campus activities and organizational services while upholding University community standards. While focus is on the FSL Community, students are hired and trained to support all the functions of the Department.

Allocation of Time Spent- this is a sample of responsibilities:

- Meetings (councils, council leaders, FSL staff meetings): 35%
 - Keep aware of governing council standards - IFC, NPC and NPHC
 - Attend a weekly designated council meeting
 - Meet regularly with designated council leaders
 - Conduct monthly roundtables
 - Attend weekly team meeting with fellow team members and supervisor
 - Attend Greek Week planning meetings, when applicable.
- Event planning: 40%
 - Assist with programming that incorporates the whole FSL Community
 - Conduct awareness events such as hazing prevention, alcohol/drug awareness, eating disorder awareness weeks
 - Develop programming inclusive of all students as to build upon campus-wide relationships
 - Research and benchmark Fraternity and Sorority Life based policies, programs and activities at other Universities
 - Serve as a liaison for Greek Week Committee
- Working University events: 10%
 - Represent the FSL community at University Showcases Days, Truman Week and other campus-wide events

- Assist with Move-In day for the Fraternity and Sorority Life community.
- General office tasks: 15%
 - Assist customers that visit the office;
 - Perform other related duties as needed.

A successful application includes:

- An online application at:
http://formbuilder.truman.edu/web/form_builder2/form_builder.asp?testid=2832
- Resume that includes at least one campus reference (reference should not be a student)
- We will contact your chapter for a reference as well.
- Schedule of availability for April 25th-29th

Applications Due: April 22nd, 2022 at 11:59 PM

Interviews:

All Interviews will be held April 25th-29th. All interviews will be scheduled using candidate's supplied availability. You will be contacted with your interview time no later than April 25th . Interviews will be granted after an initial review of applications is conducted. Applicants who do not submit all materials will not be considered to have completed their application. Not all applicants will be granted an interview.

Eligibility: Each candidate must:

- Be an active, in good standing member of a Fraternity and Sorority Life organization
- Be a full time, currently enrolled Truman student
- Have been a member of their organization for at least one semester
- Have and maintain a cumulative GPA of 2.75
- Be available for the entirety of the academic year

Selections:

Applicants will be notified of decisions by May 2nd, 2022. For questions or comments, please contact fsl@truman.edu

Truman is an equal employment opportunity, affirmative action employer committed to cultural diversity and compliance with the Americans with Disabilities Act. Truman State University is an equal opportunity institution. For disability accommodation, please contact the Office of Institutional Compliance, Violette Hall 1308, 100 E. Normal, Kirksville, MO 63501 (660) 785-4354 or titleix@truman.edu.