

USC Student Affairs

Fraternity & Sorority Leadership Development

Department	Fraternity & Sorority Leadership Development, Student Affairs
Title	Fraternity & Sorority Leadership Development Graduate Student Worker
Campus/Location	University Park Campus, Ronald Tutor Campus Center 330
Compensation	Hourly with opportunity to work up to 20 hours a week

Description

[Fraternity & Sorority Leadership Development](#) at the [University of Southern California](#) is conducting a search for a Graduate Student Worker. This Graduate Student Worker member is a part of an advising team providing support and guidance to fraternity and sorority chapters and governing councils. The Trojan Fraternity and Sorority community consists of 36+ fraternities and sororities with membership near 3,000 students representing 15% of the undergraduate population.

We are looking for candidates willing to support, educate, and engage students through a student-centered learning approach. We seek graduate students committed to integrity, respect, equity and inclusion, professional and personal development, curiosity, and working with and serving all students. Reporting to the Fraternity & Sorority Leadership Development staff, this person serves as a representative of the USC Trojan Fraternity and Sorority community and the [Student Engagement cluster](#) within the [Division of Student Affairs](#).

The Graduate Student Worker serves in an academic year appointment. The Graduate Student Worker is responsible for assisting with the day to day coordination of the fraternity and sorority community at the University of Southern California. Graduate Student workers work 20 hours a week and schedule times vary.

Responsibilities

- Engage in efforts to ensure the direction of the fraternity and sorority community is consistent with the mission of the university, division, department, and student needs while contributing to the Trojan experience.
- Be responsible for the advancement of the fraternity and sorority community by supporting one or more councils and member organizations: Asian Greek Council (AGC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), Panhellenic Council (PHC), and Interfraternity Council (IFC); along with two fraternity and sorority honor societies.
- Establish and maintain partnerships with campus departments, alumni/ae advisors, inter/national organizations, and surrounding community.
- Provide event and risk prevention support for student planned events through the management and facilitation of the event review process and meetings.
- Assist with the development of leadership, education, and awareness programs for the fraternity/sorority community.
- Support and facilitate department assessment by creating and administrating evaluation and measurement instruments, developing learning outcomes, analyzing data, and publishing reports on results and learning growth.
- Assist in developing and implementing an effective department marketing strategy, including social media, website, printed and electronic communication, orientation involvement, etc.

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- Assist with planning and managing community-wide events, including late night programming, Trojan Fraternity & Sorority Awards and Trojan Fraternity & Sorority Member Education.
- Provide administrative support including online platform support, office space management, scheduling and calendar management, space reservations, and additional support needs.
- Maintain a broad and deep understanding of national trends and research to inform planning and advising efforts for the community.
- Other duties as assigned or agreed upon with Fraternity & Sorority Leadership Development staff.

Qualifications

- Education: Equivalent to completion of the requirements for a bachelor's degree and current enrollment in a graduate degree program at the University of Southern California
- Demonstrate strong interpersonal and listening skills along with excellent oral and written communication
- Knowledge of student services related areas such as student life, fraternity and sorority life, leadership development, student government, and clubs and organizations
- Ability to comply with all University of Southern California policies, including confidentiality, reporting, and financial policies
- Experience using productivity software such as Microsoft Office Suite, social media platforms, websites, etc.
- Ability to work independently and demonstrate attention to detail
- Commitment and interest in serving in a key support role

Application Instructions

All interested candidates should send a letter of interest (cover letter) and resume to the Fraternity & Sorority Leadership Development team at USCFSLD@usc.edu.