

**Indiana University of Pennsylvania**  
**Center for Multicultural Student Leadership and Engagement (MCSLE)**  
**Graduate Assistant, Fraternity and Sorority Life**  
**2020-2022**

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**Job Responsibilities:** The Graduate Assistant for MCSLE, Fraternity and Sorority Life is responsible for providing administrative and advisory support for the IUP student leaders and fraternity/sorority community. Duties include:

1. Serve as graduate advisor to the Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and/or Panhellenic Association.
2. Serve as graduate advisor to Gamma Sigma Alpha National Greek Academic Honor Society and/or The Order of Omega Honor Society.
3. Initiate and implement inter-Greek programming, including: the Greek Leaders Retreat, Greek Week, various topic-related workshops/trainings, and IUP's attendance at NGLA, etc.
4. Assist students in designing, implementing, and evaluating sorority and fraternity recruitment.
5. Assist with the implementation of the Statement of Relationship of General Fraternities and Sororities, the Greek Life Strategic Plan, and our chapter assessment/awards process.
6. Work with individual student leaders and Greek organizations, including regular one-on-one meetings, confrontation and discipline as assigned and meeting and consulting with advisors and inter/national headquarters, as appropriate and necessary. Serve as a liaison between the university, our Greek councils and our chapter members.
7. Educate members on and ensure adherence to all national, local and university policies.
8. Assist in the implementation and advancement of student/community engagement initiatives.
9. Assist in the design and production of various brochures and guides as well as website management and use of Crimson Connect.
10. Assist with the supervision and management of group suites including the implementation, interpretation, and enforcement of appropriate contract language.
11. Assist with assessment of MCSLE initiatives.
12. Serve as a member of the MCSLE Graduate Staff by attending meetings and working cooperatively on assigned projects.
13. Acquire a basic understanding of all facets of the MCSLE through assigned meetings and seminars within the Center.
14. Develop an understanding of the interrelationships between the MCSLE and the many support agencies on campus and in the community.
15. Be available to the MCSLE an average of 20 hours per week, including regular evening and weekend commitments, as determined by the professional supervisor.
16. Complete other special projects as assigned by the professional supervisor.

**Compensation:** Full tuition waiver (in or out-of-state) and a stipend of \$5,450 per academic year (as allowed by IUP)

**Term of Appointment:** One-year assignment, renewable for second year, beginning fall semester 2021

**Supervisor:** Betsy Sarneso, Assistant Director, Fraternity/Sorority Life and Student Engagement, MCSLE

**Contact Information:** Comments or questions should be directed to:

**Betsy Sarneso**  
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**Assistant Director, Fraternity/Sorority Life and Student Engagement**  
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