Office of Student Engagement and Leadership
Greek Life Graduate Assistantship

Job Location: Lafayette, La
Hours per Week: 20
Wage/Salary: 7500 stipend per year and tuition paid

Description: This person will assist in all activities of the Office of Student Engagement and Leadership. This will include attending all Greek council meetings, creating Greek Link (an alumni newsletter), keeping track of Greek rosters, using the university reporting system (ISIS), compile Greek academic reports, being present at any Intake or Recruitment event to assist, helping with orientation sessions, assisting in retreat planning, updating Involvement and Greek website, managing social media accounts, searching for innovative programming ideas and various other tasks.

Preferred Skills:
* Must be affiliated with a Greek organization
* Professional phone and face-to-face demeanor is a must.
* Strong interpersonal skills required
* Must be accurate and detail oriented
* Must be punctual, reliable, and able to exercise sound judgment
* Must be able to work both independently and as a team player
* Proficiency in the use of typical administrative computer applications required (e.g., word processors, spreadsheets, email, web-based applications)
* Experience with student organizations

Qualifications:
Must be a UL Graduate student
Must be able to work 20 hours a week

Email resume to Greek@Louisiana.edu. DO NOT bring resume to the office.