University of Wyoming – Dean of Students Office  
Fraternity/Sorority Life Part-time Master’s Level Graduate Assistant  
For the 2016 - 2017 Academic Year

**Job Title: Graduate Advisor, Fraternity & Sorority Life**

Applicants are required to be enrolled full-time as a graduate student at the University of Wyoming. The position offers all of the benefits of a full assistantship.

**Type of Position:**

- .45 FTE/19 hours per week
- 9 months, beginning the week before classes Fall 2016: August 22, 2017
  - Winter Break work expectations: Graduate Assistant will receive three weeks off during the winter break period and will be expected to work beginning January 17, 2017.
  - Graduate Assistant will receive all campus holidays, including: Labor Day, Thanksgiving Break, Martin Luther King Jr. Day, and Spring Break off.

**Description:**

The Fraternity/Sorority Life Graduate Advisor is designated by the Fraternity/Sorority Life office, a part of the Dean of Students Office, to serve as an advisor and aid to the two governing councils, two honor societies, and for various programs throughout the academic year. This position reports directly to the Coordinator of Fraternity & Sorority Life.

**Duties:**

- Assist in advising the Interfraternity Council, Panhellenic Council, Order of Omega, and Rho Lambda.
- Attend and record minutes for all Advisor/Housing Corporation meetings.
- Maintain a well-organized FSL office, including monitoring calendars; maintaining and updating chapter rosters; and providing assistance to FSL students when necessary.
- Assist in developing, implementing, and overseeing educational programs for New Members, Presidents, House Mentors, and Advisors/Alumni.
- Serve as a consultant when necessary to help chapters plan organizational programs.
- Create resources to help councils and chapters to host effective programs.
- Attend and assist with FSL events such as Recruitment, Homecoming, FSL Awards, Panhellenic Tea, and Greek Week.
- May have opportunity to serve as a primary advisor for a governing council based on availability and interest.
- Serve as a staff member of Fraternity & Sorority Life and play an active role in covering the FSL Office during regular business hours.
- Meet biweekly with supervisor.
- Complete other duties as assigned.
Qualifications:

- Ability to work with students and ability to work independently.
- Effective written and verbal communication skills.
- Commitment to working with diverse populations to accomplish goals.
- Experience in working with event planning and/or program implementation.
- Effective organizational, planning and conceptualization skills.
- Willingness to work nights and some weekends.

Application Requirements:

Please submit a letter of interest, CV or résumé, and contact information for 3 professional references. Complete applications sent via email will be accepted.

Application Deadline: *April 11, 2016*

Completed applications as well as questions or correspondence should be addressed to:

Tristan Hilpert  
Coordinator, Fraternity & Sorority Life  
Dean of Students Office  
Knight Hall 128  
(307) 766-6790  
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