University of Rochester  
Position Description  
Graduate Assistant, Expectations for Excellence  
Fraternity and Sorority Affairs

The Graduate Assistant for Expectations for Excellence (GA-EE) is a para-professional staff member for Fraternity and Sorority Affairs (FSA) in the Office of the Dean of Students. The primary charge of the GA-EE includes coordinating a variety of campus-wide programs and services, with specific attention to supporting the Expectations for Excellence chapter accreditation program, as it aims to support a vibrant, success-driven model for the fraternity and sorority community that focuses on creating true College-centered chapters. As a staff member in Fraternity and Sorority Affairs, the graduate assistant is directly involved in student group advising, leadership training and development, in addition to coordinating support, as needed, for services and programs of areas within the Office of the Dean of Students. This position requires the flexibility, ability, and willingness to work nights and weekends in structured and unstructured settings with students, staff, and faculty.

The primary areas of responsibility for the Graduate Assistant for Expectations for Excellence are as follows:

1. **Expectations for Excellence Program and Chapter Development:**
   - Serve as the FSA liaison to the chapters for their Expectations for Excellence plans and assist affiliated student officers in developing a network of chapter support from the Chapter Advocates, Alumni, Faculty Advisors (where applicable), other staff, etc.
   - Review Expectations for Excellence plans with each chapter.
   - Coordinate trainings and workshops including Expectations for Excellence 101, Expectations for Excellence Consultations, and Expectations for Excellence Document Reviews.
   - Work with the Office of the Dean of Students (ODOS) office staff, including FSA and the Rochester Center for Community Leadership (RCCL) to develop training programs for chapters in the twelve standards of the Expectations for Excellence.
   - Build positive working relationships with chapter officers, chapter advocates, and alumni advisors.
   - Serve as a member of the Fraternity/Sorority Standards Sub-Committee, along with the Director of Fraternity and Sorority Affairs, and organize all meeting agendas, minutes, and communication associated with the functioning of this committee.

2. **Student Group Advising:**
   - Provide consultation with individual chapters and the greater fraternal community regarding the categories of the Expectations for Excellence.
   - Assist with the advisement of fraternity/sorority members and the implementation of policies and regulations.
   - Assist the Director in advising the Interfraternity Council (IFC), Panhellenic Association (PHA), and Multicultural Greek Council (MGC), with particular focus on a single council, attending council meetings and meeting with council Presidents as necessary. Identify/share resources from national umbrella associations (NALFO, NPHC, NPC, NIC, and NAPA) with council officers. Provide collaborative support with nearby institutions for city-wide chapters.
   - Advise executive board officers and delegates of the three governing councils and their member organizations as it relates to the Expectations for Excellence.
3. **Administrative:**
   - Report directly to, and meet weekly with, the Director of Fraternity and Sorority Affairs and serve as a member of the FSA staff.
   - Attend Office of the Dean of Students monthly meetings.
   - Serve as the FSA Representative in departmental and/or College committees, as needed.
   - Attend meetings of the Fraternity and Sorority Standards Subcommittee.
   - Attend various FSA sponsored programs such as staff meetings, monthly All-Fraternity and Sorority Presidents’ Meeting, etc.
   - Attend various IFC, MGC, PHA, and member groups, sponsored programs and meetings as needed.
   - Other duties of special interest to the graduate assistant or as assigned by the Director or Assistant Director.

**Time Commitment**
20 hours per week including some evening and weekend events. Term of position is July 1-June 30 with possible reappointment.

**Qualifications**
Minimum requirements for the position include, but are not limited to:
   - Must be a full-time, matriculated graduate student in a Masters or Doctoral program at the University of Rochester.
   - Strong leadership, campus programming, and student organization experience preferred.
   - Ability and flexibility to work independently and in conjunction with the College community.
   - Affiliation or experience with a Greek-letter organization preferred, but not required.
   - Interest in a two-year appointment preferred, but not required.

**Remuneration**
$12.25/hour

Questions can be directed to John DiSarro, Director of Fraternity and Sorority Affairs, at (585) 275-3167 or via email at John.DiSarro@rochester.edu.