

**Graduate Assistant for Greek Housing  
University Housing – Administrative Services  
University of Arkansas – Fayetteville**

**Function of Position**

The function of the Graduate Assistant for Greek Housing is to support the mission of University Housing by working collaboratively with chapter presidents, residents, and the Assistant Director for Greek Housing to oversee the day to day operations that will ensure facilities are safe, clean, and maintained to the same standard as other campus living facilities. The Graduate Assistant for Greek Housing will work collaboratively to support the overall success of both the chapter and the partnership with University Housing and the Greek Life Office. The GA for Greek Housing represents the philosophy and policies of University Housing, the Division of Student Affairs, and the University of Arkansas, and in turn, presents the needs of the managed facilities to the administration. In addition, the Graduate Assistant works with the chapter to maintain an environment that is conducive to the overall development of students and is supportive of the academic mission of the University. **The Graduate Assistant is required to live in the assigned facility.**

**Duties and Responsibilities**

*House Environment* (40%)

- Foster an environment that reflects a positive community and contributes to members' personal and academic success.
- Develop and maintain an ongoing professional relationship with members/residents of the facility.
- Effectively communicate, interpret, and administer University Housing and University of Arkansas policies and procedures including the Greek Life social policy.
  
- Maintain visibility and availability by regularly visiting floors.
- Serve as a resource for the organization and be familiar with campus and community agencies: assist members in working with University Housing, the Greek Life Office, and the University or outside organizations.
- Initiate contacts and make introductions among members of the community.
- Support the purpose and mission of the organization, the Division of Student Affairs and the University of Arkansas.
- Work with the organizational officers and members of the community to establish and uphold University Housing living standards.
- Educate and assist members in their understanding and adherence to University policies and make appropriate referrals when necessary.
- Attend chapter meetings when applicable.
- Train chapter officers on the operations of life safety equipment for the house and conduct periodic health and safety checks.
- Conduct rounds as required by the Assistant Director for Greek Housing.
- Oversee the safety and general upkeep of the facility and report any maintenance and/or safety concerns needing immediate attention to University Housing Residential Facilities.

- Serve in the on-call rotation and respond to situations as they arise (including when the University is closed and classes are not in session).

#### Administrative (50%)

- Work collaboratively with the Assistant Director for Greek Housing to ensure processes and procedures are being followed.
- Be available and on site for all University Housing openings/closings.
- Coordinate student move-in, room changes, and all paperwork associated with moves. Maintain and complete accurate Room Condition Forms, rosters, and other administrative paperwork.
- Responsible for ensuring all residents have a current contract with University Housing.
- Work with the organization to meet the terms of the lease in regards to occupancy, assignments, billing, facility enhancements, and maintenance.
- Responsible for identifying, documenting and following-up on student charges regarding damages, vandalism, etc.
- Coordinate required fire drills and inspections with members, University of Arkansas Police Department, Fire Marshall, and Assistant Director for Greek Housing, and Fayetteville Fire department as required by law.
- Maintain an accurate inventory of keys and lock changes.
- Facilitate delivery of letters to students who are either non-enrolled or under enrolled and follow up as necessary.
- Attend meetings with University Housing, Greek Life Office, and/or divisional meetings as requested.
- Attend all required trainings.
- Prepare and submit reports as assigned.

#### Other (10%)

- Keep the Assistant Director for Greek Housing informed of member and organizational issues and concerns.
- Participate in the recruitment of other Graduate Assistants.
- Respond positively to feedback and actively work to improve on suggested areas.
- Serve on committees and task forces as requested.

#### **Supervision**

The Graduate Assistant reports to and is supervised by the Assistant Director for Greek Housing within University Housing. Verbal contact is expected on a regular and frequent basis. Decisions involving policy, procedures, and personnel should be communicated to the Assistant Director and may be made in consultation with him/her.

#### **Chapter Meetings**

The GA is required to attend the first chapter meeting to introduce himself/herself and to communicate expectations for members and guests for the academic year. GA is also required to attend chapter meetings two weeks prior to the closing of the Greek House to discuss the

checkout process. GA should also meet with the chapter as necessary to inform members of any updates or to address any issues that need to be addressed.

### **GA for Apartments and Greek Houses Assistantship Package**

- Minimum Graduate GPA of 3.0 required
- 12 month position
- Partially furnished apartment with all utilities paid and campus meal plan.
- \$1,300 per month stipend
- \$750/Year Professional Development Fund
- Free local phone, cable, and internet
- 24 hour parking permit (at student rate)
- Tuition paid – A 50% graduate assistantship and six hours of credit class is considered full-time graduate status
- Partially-funded student health insurance available