

Greek Life Graduate Assistant

Job Summary

Position provides the student with an educational experience in which they apply specific learning such as functional knowledge, skills, and abilities, gained from their overall educational program, whereby: · \geq 60% of the student's duties and responsibilities are directly related to the program of study, and · \leq 25% of the student's duties and responsibilities are administrative/clerical in nature, i.e., event setup and takedown, filing, copying.

Essential Functions

The exact nature of this assistantship will be to serve all student governing councils, oversee the Greek Life Anthology system, develop reports and training materials for event management systems and processes, maintain data collection and maintenance related to policies, procedures, and organizational activities within multiple systems, support the function of Greek Life and each councils' objectives, participate in staff trainings and meetings, participate on committees and other programs promoting Auburn University Student Affairs and/or Auburn University as a whole, and other duties as assigned.

Minimum Qualifications

Bachelor's degree.

Either be a current Auburn University graduate student or will be enrolled for the 2023-2024 academic year.

Preferred Qualifications

Excellent written communication skills;

Strong interpersonal communication skills;

Organizational skills and the ability to prioritize and handle multiple tasks;

A commitment to teamwork;

A desire to work with students and assist in their development.