Wichita State University
Student Assistant of Fraternity and Sorority Life

Position Description

Position Title: Fraternity and Sorority Life Student Assistant, Student Involvement
Reports To: Coordinator of Fraternity and Sorority, Student Involvement

Range: $7.25 per hour up to 20 hours per week
Deadline: Friday, April 20, 2018
Anticipated Start Date: Monday, August 6, 2018

POSITION SUMMARY:

Under general supervision, this student position performs basic filing, organization and clerical duties for Fraternity and Sorority Life within Student Involvement. Duties include answering emails, typing, filing, copying, mailing, tracking and organizing information, running errands, entering data and other duties as assigned. This position will also assist with marketing projects and program support as needed. Must respect confidentiality of information. Demonstrates a strong commitment to customer service and time management. Position may require periods of working with minimal supervision. Position is for August 2018 – May 2019; renewal contingent upon funding.

POSITION RESPONSIBILITIES:

1.0 Performs basic filing, organization and clerical duties for Fraternity and Sorority Life.

1.1 Constructs and responds to emails in a professional manner.
1.2 Types various documents, enters Fraternity and Sorority Life and chapter data, and creates officer/advisor contact sheets.
1.3 Tracks and files bid cards, rosters, and all related information.
1.4 Tracks and audits Fraternity and Sorority Life item inventory.
1.5 Prints, copies, and files documents and assists with mass mailings for Fraternity and Sorority Life outreach initiatives.
1.6 Maintains a potential new member list for both fraternities and sororities through admissions days and the Go Greek form and distributes information to councils and chapters.

2.0 Assists with Fraternity and Sorority Life program support.

2.1 Assists with the preparation of all Fraternity and Sorority Life programs.
2.2 Reviews and edits Greek Award applications; oversees the application submission process, data compilation, interview/presentation scheduling; and assists with the Greek Awards reception and banquet.
2.3 Reviews and edits Order of Omega applications, oversees the application submission process, and coordinates the selection process.

3.0 Assists in creating and maintaining Fraternity and Sorority Life marketing.

3.1 Helps maintain and update Fraternity and Sorority Life website.
3.2 Provides updates to social media, e.g. Facebook, Twitter, Instagram etc.
3.3 Oversees the collection of information, development, and distribution of the Omega Gazette and other marketing mass distribution elements.
3.4 Gathers and reviews information content and chapter calendar submissions for the Fraternity and Sorority Life Event Calendar (Paper and Electronic).
3.5 Assists in generating, editing, and maintaining chapter brochures, cards, and other printed publications.
3.6 Maintains the number of prepared Greek Life campus visit bags.

4.0 Assists with Student Involvement and front desk as needed.

4.1 Greets and assists visitors in a professional and timely manner
4.2 Employs good customer service when interacting with customers in person, on the phone or via email.
4.3 Assists with Student Involvement general program.
4.4 Attends a training program for all Student Involvement Student Workers to obtain a general understanding of the office and all functional areas.

5.0 Performs other duties as assigned

5.1 Assists with necessary errands.
5.2 Hangs posters/flyers in appropriate display areas on campus.
5.3 Serves on the back-up rotation for Fraternity and Sorority Life Campus Visits.
5.4 Performs a variety of other duties as assigned.

PREREQUISITES:

Education: High school diploma or equivalent required
Experience: Basic office and customer service experience. Preferred experience with Fraternity and Sorority life, but not required.
Knowledge: Knowledge of Microsoft Office
Skills: Must have skills in the areas of:

➢ Communication (ability to maintain positive working relationship with students, co-workers, and the public, good customer service skills);
➢ Attention to detail (ability to effectively manage several projects at once without losing focus of priority and accuracy);
➢ Planning and organizing (ability to handle mass mailings and other duties in a timely and efficient manner).

Physical: Occasional manipulation of an average of 50 pounds.

Sustained use of balance, color vision, depth perception, feeling/touching, fingering, handling, hearing, seeing, sitting, standing, talking, typing, walking, writing.

Must possess a valid driver’s license.

If you have any additional questions please contact the Coordinator of Fraternity and Sorority Life, Rani Somers, at rani.somers@wichita.edu or at 316-978-3022.