

## Fraternity & Sorority Life in the Office of Student Engagement

### Overview:

The Office of Student Engagement (OSE) provides students with practical, educational, and leadership opportunities that complement the academic experience and foster a sense of belonging. We provide support, knowledge, and resources to both individual students and student organizations while assisting in the planning, implementation, and evaluation of social, cultural, educational, and service programs. Involvement in the Office of Student Engagement enriches the student experience at Western Illinois University. The Fraternity & Sorority Life Graduate Assistant works directly with the Coordinator of Fraternity & Sorority Life in advising and developing the Fraternity/Sorority Community. Visit [wiu.edu/fsl](http://wiu.edu/fsl) for more information.

### Skill Development Areas:

One-on-one advising

Navigating complexity

Program development & implementation

Collaborating with stakeholders

Student organization advising

Driving vision & purpose

Risk management

### Position Responsibilities:

#### Primary Responsibilities:

- Serve as the Graduate Advisor to one of the three Greek governing councils (Interfraternity, Panhellenic, or United Greek) including the oversight of the executive board, budget, recruitment, and programming
- Provide a mentoring relationship that assists with the development of student leaders
- Serve as the primary advisor to two to three Greek committees or Ad Hoc groups: Accreditation/Assessment, Fraternity & Sorority Life Accountability Board, Greek Week, Greek Gazette, Order of Omega, Rho Lambda, Risk Management (RMC), Event Notification, Social Media, or Special Programs.
- Assist the Coordinator in all areas of new member recruitment
- Assist the Coordinator with the needs assessment process for chapters, councils, and community
- Assist, develop and provide leadership for programmatic initiatives related to Fraternity & Sorority Life, including but not limited to such areas as risk management, intellectual development, officer training, membership development, membership recruitment, community development, and diversity.
- Assist with the coordination of recruitment, FSL 101, Leadership Retreats,, FSL Awards Ceremony, and other community-wide sponsored events
- Serve as a resource and liaison for advisors, National Offices, campus, and community
- Coordinate educational programs for the FSL and WIU community

#### Secondary Responsibilities:

- Maintain 20 office hours per week
- Meet weekly with Council President, attend Executive Board and General Assembly meetings
- Meet weekly with the Fraternity & Sorority Life Coordinator
- Attend weekly FSL Unit and bi-weekly OSE staff meetings
- Provide support to other areas within Student Engagement (Leadership Programs, Volunteer Programs, Student Government Association, and UUB)
- Prepare weekly and annual written reports
- Serve as a representative of the Office of Student Engagement on University-wide committees
- Serve on OSE committees
- Attend council functions and programs as appropriate
- Other duties as assigned by the FSL Coordinator or OSE Director

### Work Setting:

The Office of Student Engagement (OSE) is a large, interactive office with 10 full time and graduate staff in addition to several student workers. Graduate assistants are an integral part of the staff and are included regularly in a variety of activities and events such as Rocky After Dark: First Night, Family Day, Homecoming,

and Discover Western visits. We celebrate birthdays and other special occasions and welcome lively discussions on current trends/events at the table in the middle of the office. We believe you should enjoy your work and have fun!