



TITLE: GRADUATE ASSISTANT, 12 MONTHS
POSITION: STUDENT AFFAIRS RESIDENTIAL FELLOW

RESPONSIBILITIES: The Student Affairs Residential Fellow will work through the Office of Fraternity & Sorority Life as a live-in advisor in a fraternity chapter house on Fraternity Row. S/he will assist in providing house management and advising services to a resident population of approximately 33 students, as well as work in cooperation with the Chapter Advisor and the Chapter House Corporation. The Residential Fellow will also have the opportunity to take on other programming and advising roles within the Office of Fraternity & Sorority Life. They will receive direct supervision and training from the Assistant Director for Facilities and the Housing Coordinator in the Office of Fraternity & Sorority Life. This position requires strong administrative, organizational, communication and leadership skills. In addition, a successful Residential Fellow will demonstrate flexibility, adaptability and will be able to function within a collaborative team environment. The Residential Fellow must maintain a positive attitude and represent the University and the Department appropriately. Fellows will also have the unique opportunity to participate in a monthly roundtable discussion with senior level Student Affairs staff members.

Specific areas of involvement include:

- Assist in the organization and implementation of Fall and Spring check-in and check-out processes and closings during breaks.
- Complete administrative tasks such as coordination of room rosters and unit inspections.
- Assist in coordinating house management, including kitchen operation, security and safety procedures, and reporting maintenance problems.
- Issue keys and maintain key records.
- Assist the Housing Corporation and chapter in developing long term goals regarding facilities, operations and membership.
- Supervise all house personnel (cooks, caterers, cleaning service, etc.) and ensure that all contracted services are performed as agreed.
- Assist in providing a positive developmental living experience for house residents and chapter members, as well as serving as a positive change agent for the culture of the Greek community.
- Assist in the development and implementation of programs which respond to the specific needs of the chapter.
- Develop and maintain good interpersonal relationships with residents and chapter officers.
- Serve as a liaison while maintaining effective working relationships between the House Corporation, Chapter Officers, Chapter Advisor and University.
- Promote compliance with the policies, rules and regulations, as stated and implied by the University, the inter/national fraternity, the House Corporation and the undergraduate chapter.
- Assist in student damage assessment and billing.
- Work with the chapter leadership to understand their responsibilities, as adults, to know and obey laws and work with the internal judicial board to aid in processing appropriately violations of the Student Code of Conduct and the law.
- Meet with executive board members and the house manager routinely to assist in setting goals objectives, and to update them about information regarding the Greek community.
- Advise the chapter on fulfilling the mission set forth by the community, University and Nationals.
- Participate in August and January training, weekly residential fellow and Office of Fraternity and Sorority Life staff meetings.
- Serve as an on-duty staff member on a rotational basis amongst the other Residential Fellows.
- Additional responsibilities may also be assigned by the House Corporation, Chapter Advisor and/or the Office of Fraternity & Sorority Life.

As a part of the Office of Fraternity & Sorority Life, possible areas of involvement and leadership may include:

- Greek Judicial Affairs
- Greek Week and Homecoming Events
- Publications, Marketing, Website support
- Educational Programming related to leadership, hazing, alcohol use, diversity, sexual assault, etc.
- Community Affairs and Philanthropy
- Chapter Scholarship
- Other programming and advising opportunities

This position requires a commitment on average of 20 hours per week, including some evening and weekend hours. Additional hours may occasionally be required to perform all job responsibilities. This is a 12-month, live-in position.

QUALIFICATIONS: Must be enrolled as a full-time (10 or more credit hours / semester) graduate student at the University of Maryland.

REMUNERATION: 10 hours of tuition credit per semester [and 4 credits during the summer sessions] with an additional stipend of approximately \$18,000 (based on graduate status and experience), health insurance and housing in the chapter house. Housing includes unfurnished two-room suite with full bath. Utilities, cable and phone are included. Meals are included in chapter meal plan.

APPOINTMENT: July 31, 2007 to June 29, 2008

FOR ADDITIONAL INFORMATION: Residential Fellows' Selection Committee Chair
Office of Fraternity and Sorority Life, University of Maryland
1110 Stamp Student Union
College Park, MD 20742-4611
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