
Leadership and Engagement

**Graduate Assistantship- Office of Leadership and Engagement
Fraternity and Sorority Life
2025-2026**

The Office of Leadership & Engagement is looking to employ a Fraternity and Sorority Life Graduate that helps students prepare for a wide range of career opportunities. The Leadership & Engagement office at Northern Arizona University brings together student organizations, student leaders, fraternity & sorority life, and engagement events and programs to support and deepen the holistic student experience. Involvement and engagement allow students to enrich their academic and social experience at NAU. We are THE HUB for students interested in connection, leadership, involvement, and service. Grounded in our commitment to the values of belonging, equity and access, wellbeing, leadership, and service, we engage and support our students as they build a community within their student organizations and develop as leaders. The Leadership & Engagement staff are committed to supporting and developing high-impact experiences that complement Lumberjack academic endeavors – nau.edu/FSL

Where Lumberjacks connect, lead, and thrive.

Position Purpose:

- To allow a graduate student to gain experience in various engagement initiatives, and academic and professional experience by working on various leadership and engagement projects.
- To support the Fraternity and Sorority Life students by developing, coordinating, facilitating, and supporting programs and services.

Position Summary:

- Under the supervision of the Assistant Director of Fraternity and Sorority Life, the Graduate Assistant will further the mission and focus of Leadership and Engagement. The Graduate Assistant will contribute to the department's short- and long-term goals and programs that support students' leadership development and promote student engagement activities.

Responsibilities include:

- Assist with the overall administration of the University's Fraternity and Sorority Life program by helping advise for one of the Greek governing councils and connecting with students of other councils to build relationships and provide support. The councils are College Panhellenic Council (CPC); Interfraternity Council (IFC); United Greek Council (UGC); Order of Omega (Greek Honor Society).
- Provide support to leadership programs including planning and facilitation.
- Support in planning and facilitating specific position trainings, president meetings, and Greek training summit.
- Meet with and advise executive council(s) weekly and individual officers as necessary.

- Attend executive board meetings and all general council meetings and activities.
- Assist in facilitating the recruitment processes for all councils, including recruitment fairs, marketing, and operations.
- Assist with the coordination of the fraternity/sorority community activities calendar
- Advise chapters on the proper use and upkeep of the True Blue Connects roster system and event registration system
- Assist in the planning of the new member orientations and officer training and programming and development
- Meet with chapter presidents at least once per semester to assist in their leadership development and address any chapter concerns
- Assist with the review and approval of events/meetings/etc. hosted by clubs and organizations in True Blue Connects
- Assist with other university-wide events related to Lumberjack Welcome and Homecoming
- Co-manage the following departmental software: True Blue Connects, Microsoft Teams, Greeks Outlook email, Canva, Qualtrics, Salesforce, Zoom, NAU Catering (Sodexo)
- Promote the "Get involved" mission to inform ALL students of club, leadership, and event opportunities at NAU
- Manage and create content for our FSL social media
- Support the SpEAK Team, including but not limited to serving as a member
- Demonstrate openness to feedback from students and supervisor and willingness to grow
- Develop professional relationships with faculty, staff, and community members to better FSL
- Other duties as assigned

ACPA / NASPA Professional Competency Areas of Focus:

- Assessment, Evaluation & Research
- Leadership & Administration / Management/ Student Development
- Pluralism and Inclusion
- Law, Policy, and Governance
- Technology
- Advising and Supporting

Time Commitment & Compensation:

- The Graduate Assistant position will work 20 hours per week during the academic year – August 18th, 2025, through May 7th, 2026 – Stipend
 - Note: There could be an opportunity to start work on July 14th, depending on departmental funding (not guaranteed)
- The Graduate Assistant position will include some late evening and weekend time commitments
- Please note that there are some peak times when work hours may exceed 20-hours per week

- The Graduate Assistant will receive a stipend of at least \$16,000 for a 9 ½ month contract based on the start date
- The Graduate Assistant will receive 100% tuition remission
- The Graduate Assistant will be eligible to receive a student health care plan
- Please note that student fees, housing, and parking permits are not included. Graduate College Information regarding tuition waivers and assistantships can be found at: <https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/>
- GA candidates are encouraged to view the assistantship as a two-year commitment.

Qualifications:

- Bachelor's degree
- Be able to work in-person at Flagstaff Mountain Campus
- Enrolled as a full-time degree seeking graduate student at Northern Arizona University
- Be in good academic, financial, and disciplinary standing with the university throughout the period of employment
- Must be able to attend Tuesday night Meetings for councils
- Must be able to work 20 hours per week during the academic year – August 18th, 2025, through May 7th, 2026 – Stipend
 - Note: There could be an opportunity to start work o
- Experience working with students in a higher education environment
- Familiarity with university policies and procedures
- Effective oral and written communication skills
- Great organizational skills
- Committed to students and their success and have an interest in and familiarity with student development theory.
- Excellent written, verbal, and organizational skills.
- Understanding and commitment to a multicultural/diverse campus community with a strong willingness to learn about Greek social organizations and self-governance models.
- Demonstrated presentation, project planning, and management skills.
- Ability to work independently and meet multiple task deadlines.

How to Apply:

- Cover Letter (should include)
 - Introduction
 - Answer the following questions:
 - What qualities and/or traits will you bring to this position?
 - How will this graduate assistantship align with your program of study and/or future professional career goals?
- Resume
- 1 to 2 recommendation letters from former/current supervisor, faculty, or staff member

Applications may be emailed to: naugreeks@nau.edu

Application opens: *Monday, December 2nd, 2024 @ 8:00am (AZ Time)*
Application deadline: *Friday, February 21st, 2025 @ 5:00pm (AZ Time)*

For assistance, please feel free to contact:

- Michelle Gardner at Michelle.Gardner@nau.edu – Director of Leadership and Engagement
- Marissa Griffin at Marissa.Griffin@nau.edu – Assistant Director of Leadership and Engagement
- Elyse Englestadter at Elyse.Englestadter@nau.edu – Graduate Assistant of Leadership and Engagement

Background Checks:

All employment offers are contingent upon a criminal All employment offers are contingent upon a criminal background investigation, employment history investigation, and a fingerprint check

NAU.EDU/FSL | NAU.EDU/Get Involved | Marissa.Griffin@nau.edu | naugreeks@nau.edu