



**Graduate Hall Director for Fraternity & Sorority Life and Graduate Assistant for Student Activities - Leadership Development & Student Programming Boards
(Ten-month position)**

OVERVIEW

Fraternity & Sorority Life Mission

TCU fraternities and sororities complement students' academic experiences by providing personal and professional development. Members creating meaningful intergenerational relationships, adopt shared values, and develop skills needed to become leaders in a global community.

Student Activities Mission

The mission of Student Activities is to endear students to TCU through irresistible events and experiential leadership opportunities. We want our students to be entertained, be challenged, comforted, and to make connections with other students across the campus. In collaboration with the TCU community, we focus on providing personal and professional development, that complements each student's academic experience.

The Office of Student Activities is committed to the co-curricular learning, development, and engagement of students by:

- Providing involvement opportunities and resources
- Advising individual students and student organizations
- Promoting active and responsible citizenship
- Developing collaborative campus partnerships

Graduate Assistants in Fraternity and Sorority Life (FSL) are involved in almost all facets of the office. Students will take responsibility for office projects, oversee and maintain a Fraternity or Sorority Residence Hall, supervise FSL Resident Assistants, serve as a chapter coach for several organizations, adjudicate conduct cases, and take on additional responsibilities dependent upon specific interests.

Graduate Assistants in Student Activities are involved in many aspects of the office's work, including taking responsibility for specific projects, having a presence at programs and events, and building relationships with the students, including our programming board theCrew, Student Government Association, and theEnd, TCU's late-night programming initiative.

GRADUATE LEARNING OUTCOMES

- Apply student development and leadership theory to practical, outcomes-based programs
- Develop an understanding of several functional areas within student affairs and their multi-disciplinary nature
- Enhance critical thinking, communication, small group facilitation, teamwork, leadership, and advising skills
- Develop comprehensive program planning skills through the creation and implementation of events
- Demonstrate active listening, empathy, integrity, and compassion in interactions with others
- Learn how to work as a professional member of a team and how to maximize collaborative efforts

GRADUATE LEARNING OUTCOMES (continued)

- Gain leadership and facilitation skills supervising student staff and managing a residential facility
- Exhibit evaluation and assessment skills developed through programming processes

RESPONSIBILITIES / OPPORTUNITIES

The Graduate Hall Director and Graduate Assistant for Student Activities is responsible for complimenting the student academic experience and embodying the TCU mission of educating individuals to think and act as ethical leaders and responsible citizens in a global community. The Graduate Hall Director is a dualistic position that involves roughly 10 hours per week working in a Hall Director capacity within the Fraternity and Sorority Residence Halls as well as roughly 10 hours per week in the Student Activities office on campus.

As the graduate assistant in Student Activities, one can expect to develop a working knowledge of the Campus Activities programming arena through direct advising of students. This position will advise and provide direction to students in the areas of program planning and implementation, leadership development, membership recruitment and retention, budget planning, fiscal management, and day-of-event supervision.

The GA is responsible for assisting with the following, to include, but not limited to:

Graduate Hall Director (10 Hours Per/Week)

- Serve as a Hall Director for up to three Fraternity or Sorority chapters in our Worth Hills Village
- Mentor, professionally develop and advise up to six FSL Resident Assistants
- Oversee community development and resident engagement within a Fraternity or Sorority Residence Hall
- Assist Chapter Resident Assistants in development of residential programming expectations and execution
- Facilitate bi-monthly curriculum driven staff meetings with FSL Resident Assistants
- Adjudicate residential conduct cases including alcohol violations, community standards violations, and community safety violations
- Serve in an on-call rotation primarily for Fraternity and Sorority Housing with auxiliary support to Housing and Residence Life staff
- Attend weekly Hall Director and Fraternity and Sorority Staff meetings to discuss and address challenges as they arise
- Serve as a chapter coach for a fraternity/sorority

Graduate Assistant for Student Activities (10 Hours Per/Week)

- Advising team mentors and members of programming boards
- Providing staff support at programs
- Providing logistical and event support for events
- Assisting with large-scale programs including, but not limited to Frogs First, Family Weekend, Homecoming, Holiday Tree Lighting, and Late Night Breakfast
- Assisting in designing, planning, and conducting leadership development workshops for student leaders included but not limited to retreats and socials
- Attending student organization events, meetings, and programs
- Holding regularly scheduled office hours
- Attending staff meetings as requested by the Student Activities professional staff
- Compiling assessment data for use in quality enhancement and routine office reports
- Other duties as assigned