

Boston University School of Education
Boston University Division of Student Affairs

Graduate Assistantships in Student Affairs

~ Graduate Assistant for Student Organizations and Fraternity and Sorority Life/SAO ~

Student Activities Office

The [Student Activities Office](#) (SAO) is home to over 500 student organizations. It serves the student body and surrounding community with educational, recreational and social programs. Graduate Assistants will develop personal and professional skills to use throughout their professional career. The assistantship will provide full exposure and involvement in all areas of programming and student activities at Boston University. Please note that this position is a one-academic-year commitment; Graduate Assistants wishing to return for a second year may re-apply in the spring semester.

Requirements

- Bachelor's Degree and enrollment in a Masters-level program
- 15 hours per week of supervised fieldwork for 2 semesters as an intern in the Student Activities Office
- Enrollment in a weekly field placement seminar (SED AP 801)
- Commitment to exploring the administration of the Student Activities Office and BU as a whole
- This position requires a significant number of night and weekend hours

Benefits

- 4 credits
- Opportunity to learn about higher education administration in general and student affairs in particular through experience and discussion with knowledgeable mentors
- Opportunity to work in a cohort with other committed masters students

Responsibilities

1. Each Graduate Assistant will have the opportunity to co-plan at least two office-wide programs with the student staff, including: Fall Welcome Weekend, Fall Activities Expo, Beanpot Party
2. Serve one day a week as Programmer of the Day (POD)
3. Serve as a resource to organizational officers, advisors and members
4. Co-advise the Interfraternity Council, Panhellenic Council and Multicultural Greek Council which consist of twenty-one Greek Letter organizations
5. Assist with fraternity and sorority recruitment as and assist Greek Councils and individual chapter leaders with the planning of Greek sponsored programs
6. Attend Council meetings and programs
7. Assist with individual fraternity and sorority chapter programs and events
8. Plan educational programs and leadership retreats
9. Provide professional support to student Activities Assistants in the resource room of the Sargent Activities Center
10. Assist the Activities Assistants with planning major office programs
11. Participate in developing training and leadership development opportunities for Activities Assistants
12. Assist student organizations with all aspects of evening planning including understand policies and procedures and paperwork
13. Participate in continued development of YouDo as a premier online club management resource
14. Other duties as assigned