The Office of Fraternity, Sorority, & Independent Living Groups (“FSILG”) is a department within the Division of Student Life responsible for the oversight of all 42 Independent Living Groups at MIT. We do this by providing support, advisement and direction to each of the 4 governing councils (IFC, Panhel, LGC & MGC) and the individual fraternities, sororities and independent living groups. The FSILG Office also provides supervision and professional development to the 37 Graduate RA’s who live within each of the FSILG houses. We offer a wide array of workshops, trainings and presentations to help students and alumni of FSILGs to understand and articulate their values and goals. The FSILG Office is the primary point of support to the independent living community and in order to best serve the community; collaborates regularly with multiple campus and municipal partners such as Housing & Residential Services, the Office of Student Conduct, Violence, Prevention & Response Office and Student Activities Office.

Job Responsibilities: The Fraternity, Sorority, & Independent Living Groups Office offers a confirmed assistantship for graduate students in relevant fields. The assistantship will be for 20 hours per week during the academic semester. The graduate assistant will report to the Assistant Dean of FSILGs and flexible scheduling is possible.

During the fall 2021 term, the assistantship will run from approximately August 9th through December 17th. There will be a robust, multi-day training scheduled during the first week of work. In the spring 2022 term, the graduate assistant is expected to start approximately January 10th to May 30th. Date flexibility is possible, depending upon the needs of the graduate assistant. Occasional nights and weekends will be expected.

Please note that the start of the assistantship including training could occur virtually pending the return to campus plan laid out by MIT pending protocols established for COVID-19 management.

The graduate assistant will have the following primary functions:

- Provide administrative support, referrals and resources to community members, including students, alumni, and MIT administrative staff.
- Coordinate FSILG Office operations including communications, trainings and the annual Awards Ceremony.
- Assist with formal recruitment initiatives (as needed), including event management and logistics, marketing, assessment, and Panhellenic Recruitment Counselor training.
- Support FSILG Office committees and programs.
• Collaborate on strategic initiatives as assigned.
• Meet with supervisor as appropriate and attend office staff meetings.
• Support council and/or chapter advising based on interest of the candidate and needs of the Office.
• Advise a Grad RA cohort including holding twice a month meetings with the cohort and holding once a month one-on-one meetings with each Grad RA in that cohort.
• Serve as a procedural officer for hearings of the Interfraternity Council’s Judicial Committee, advising student leaders on proper procedures.
• Other duties as assigned.

Qualifications: Graduate student status at an accredited institution of higher education in the Boston area is required. Candidates from Higher Education, Educational Leadership, Student Affairs, College Student Development, Educational Policy, or related fields are preferred. We are seeking someone who is comfortable working effectively with a variety of community members including college students, staff, and alumni. Strong organizational and facilitation skills are required. Strong written skills are required. Proficiency with Microsoft Office applications, Google products, and web-based social media applications.

Additional preferred qualifications include experience with assessment, research, event planning, advising college students and supervisory skills. A desire to advise fraternities and sororities in a future student affairs positions. Demonstrated leadership as a member or professional staff member of a social Greek-lettered organization.

Compensation: The graduate assistant is paid $16 per hour, which yields a total minimum income of approximately $6400 for the fall semester (20 weeks at 20 hours) and approximately $6400 for the spring semester (20 weeks at 20 hours). The graduate assistant may also receive academic credit if approved by their graduate program. MIT also provides a Charlie Card to staff members, graduate assistants included, to offset commuting expenses. Negotiable professional development support may also be available.

MIT is located in Cambridge which is approximately 5 miles from the Boston College Campus. MIT is located on the red line of the MBTA T and can be accessed both via the Central Sq stop or the Kendall Sq/MIT stop. There are also several MBTA bus lines that connect through campus as well. Parking is not provided but as noted above, a Charlie Card is provided to offset commuting expenses.

Application: Please send a cover letter, resume and list of references to Liz Jason, Assistant Dean of FSILGs at ejason@mit.edu.