Overview of the Department

The Office of Student Programs & Engagement (SP&E) enriches the Bentley student experience through programs and resources that promote student and community development. We facilitate student skill advancement, sense of self, leadership capacity, social connections and pride. Our motto - explore, engage, empower - is reflected in our dynamic programming, diverse student organizations, transformational leadership opportunities and innovative Student Center.

SP&E supports Bentley’s Fraternity & Sorority Life (“FSL” or Greek Life) community in a manner consistent with the Bentley Beliefs and the institution’s educational mission of developing creative, ethical, and socially responsible leaders.

SP&E is comprised of six professional staff, three graduate assistants, and one administrative assistant. The team works collaboratively, both internally and with other departments within the Division of Student Affairs, to achieve its mission and learning outcomes for students.

Objectives of the Position

The purpose of this position is to support the success of the Fraternity & Sorority Life community at Bentley University and to provide a meaningful preparatory experience for a student enrolled in a higher education/student affairs Master’s program. These goals are accomplished through hands-on experience, a supportive and learning-focused supervisory relationship, and opportunities to work alongside a team of full-time student affairs professionals and other graduate assistants. Opportunities to apply classroom learning, explore other functional areas, and network within Bentley’s student affairs community are intentionally integrated into this experience.

Description of Duties

Under the supervision of the Associate Director of Student Programs & Engagement, the Graduate Assistant for Fraternity & Sorority Life and Risk Management provides critical support to student leaders and their chapters/organizations. Primarily, the Graduate Assistant is responsible for advising designated fraternity/sorority chapters, program planning and implementation, and management of risk management and compliance obligations associated with chapters and their members. Additionally, the Graduate Assistant supports risk management for non-Greek student organizations, serving as a key resource to Bentley’s student affairs community as a whole.

Advising

- Advise the Greek Activities Council (GAC) and its officers, who are responsible for Greek-wide traditions and events.
- Advise designated InterFraternity (IFC) and Panhellenic chapters and their leaders, establishing rapport through regular meetings and supporting chapter needs related to academic achievement, chapter operations, officer transition, community relations, programming, and policy compliance. Advising relationships with chapters should enhance community values of responsible decision-making, diversity, academic success, and philanthropy.
- Attend biweekly FSL Presidents Council meetings and monthly FSL Student Affairs Advisors meetings, participate in annual FSL Presidents Council Retreats, co-chair the FSL Standards Committee, and attend other meetings as necessary.
- Serve as the department’s Cluster Advisor to co-ed, non-social Greek Letter organizations, including Alpha Kappa Psi and Delta Sigma Pi (professional business fraternities), Alpha Psi Omega (theatre honor society) and Alpha Phi Omega (service fraternity). Cluster Advisors are responsible for communicating student organization policy, connecting with respective faculty/staff advisors, completing travel and liability processes for off-campus and risk events, processing contracts for organization programs, facilitating student leadership development, and promoting a strong connection between the organization members and the department for their assigned Cluster.
Programming

- Support large-scale FSL programs; advise chapters and councils on program logistics (registration, reservations, contracts, catering, facilities, and budgets) for Greek Week, FSL Day of Service, Lip Sync, and other programs.
- Develop, implement, and assess new and existing educational programming for the FSL community based on identified best practices and the changing needs of Bentley’s community.
- Coordinate fraternity/sorority recruitment efforts each semester, in conjunction with the Associate Director.
- Enhance chapter collaboration with the department’s student marketing team (“HYPE”) to advance branding efforts for the FSL community. This includes a focus on academic success, career development, and philanthropic contributions.

Risk Management

- Work with the Associate Director to support Greek chapter and student organization risk management and compliance with Bentley, state, and federal legal and administrative obligations.
- Serve as the primary manager, including data management, tracking, and reporting, for the FSL Community Standards Program, which sets consistent expectations and requirements for all IFC and Panhellenic chapters.
- Directly support risk management and compliance objectives for non-Greek student organizations, risk management programming, hazing prevention efforts (anti-hazing agreements, trainings, educational resources, and National Hazing Prevention Week) liability waiver administration, and other prevention and education efforts.
- Serve on the campus-wide Hazing Prevention Committee.

Departmental Support

- Manage record-keeping for student organization membership data and assist in the assessment of departmental learning outcome and strategy achievement. This includes data management for FSL chapter grade reports, retention statistics, and individual/chapter compliance with FSL Standards Program.
- Participate in weekly one-on-one meetings with the Associate Director and weekly SP&E staff meetings.
- Serve as an active and contributing member of the department. This includes staffing select major departmental and divisional programs such as Orientation events, Back2Bentley concert, Halloween concert, Spring Day and the senior Commencement Ball, as schedule allows and in consultation with the Associate Director.
- Other duties as assigned by the Associate Director.

Qualifications

Successful candidates must be enrolled in a two-year Master’s program in higher education/student affairs administration or related field during time of employment and should have a passion for programming, advising, and student development.

Hours

This is a twenty hour per week, nine month position, running from mid-August to mid-May. Start/end dates for the Fall 2018 semester will be August 13-December 14, 2018; start/end dates for the Spring 2019 semester will be January 7-May 10, 2019. Start/end dates are flexible based on the Graduate Assistant’s schedule and needs of the department. Successful candidates will have the opportunity for renewal for a second year (a two-year commitment is preferred). Some evening and weekend work is required as schedule allows in consultation with the Associate Director.

Compensation

Compensation includes a stipend of $10,000 per academic year paid at an hourly rate of $13.89, in addition to free campus parking and 10 meal swipes per academic year. The Graduate Assistant is able to participate in monthly on-campus Student Affairs professional development opportunities and is eligible to receive departmental financial support for conference attendance.

Location

Bentley University is located about 10 miles from Boston in Waltham, MA. Waltham is on the Fitchburg Commuter Rail Line, and campus is accessible by local bus. The Graduate Assistant would have access to the Bentley Harvard Shuttle, which runs regularly between campus and the Harvard Square stop on the T’s Red Line.