



OFFICE OF FRATERNITY  
& SORORITY AFFAIRS

**Lehigh University**  
**Live-in Graduate Assistant**  
**2022-2023 Position Description**

### **Summary**

Lehigh University is recruiting candidates who are prepared to support, educate, and engage residential fraternity and sorority members within a student-centered learning environment. We seek graduate students committed to the Five Foundations for Student Success: Creative Curiosity, Identity Development, Collaborative Connections, Inclusive Leadership, and Professional Growth and Success.

The Live-in Graduate Assistant (GA) is assigned to assist the Office of Fraternity and Sorority Affairs (OFSA) in serving as a resource and paraprofessional mentor to Lehigh University fraternity and sorority residential communities. The Live-in GA assists their respective chapter through formal and informal interactions with the chapter officers and individual members.

### **Required Qualifications**

- Bachelor's degree.
- Full time graduate student. Enrollment in a Lehigh University graduate or professional program preferred. Graduate or professional students enrolled at other local accredited higher education institutions will also be considered.
- Successfully pass a background check and Act 34 clearance.
- Documented authorization to work in the United States, as required by the Immigration Reform and Control Act of 1986.
- Availability to work outside traditional work hours to respond to student concerns and attend department trainings and meetings.

### **Preferred Qualifications**

- Prior experience mentoring and/or supporting student leaders within a college or university community.
- Familiarity and/or experience working with fraternities and sororities.
- Experience working in a residence hall or other group living environment.
- Excellent administrative, communication, organizational, time management, and problem solving skills.

### **General Responsibilities**

- Report to the Office of Fraternity and Sorority Affairs.
- Commit to being a Live-in GA for one (1) full academic year beginning August 1, 2022 through May 26, 2023.
- Schedule time to perform the necessary and specific Live-in GA job responsibilities and be available when called upon for emergencies. Live-in GAs are expected to work a minimum of ten (10) hours per week in order to sufficiently serve the needs of the chapter and assist the Office of Fraternity and Sorority Affairs.

## **Community Development**

- Be available and accessible to chapter members by having an active presence within the chapter house.
- Develop a sense of community through mentoring the chapter undergraduate student house manager.
- Utilize the *Principles of Our Equitable Community* to create community standards and emphasize the importance of courtesy and consideration.
- Assist with community programming, conflict resolution, and mental health concerns, as needed.
- Serve as a resource for residents and work in consultation with their designated supervisor to make appropriate referrals to University resources.
- Serve as an Accreditation Panelist during the Accreditation review period.

## **Crisis Management/Policy Enforcement**

- Confront, respond to and document all student policy violations under the General Provision of Occupancy and the Student Code of Conduct, student emergencies, and facilities issues.
- Participate in the on-call duty rotation and adhere to all duty expectations and protocols as outlined in the Live-in GA Manual.
- Live-in GAs are not a confidential resource on-campus and have a duty to report to the University incidents and resident concerns using appropriate and timely reporting methods, including appropriate online reporting forms, as applicable and in light of the circumstances and department and University procedures and guidelines.

## **Administrative**

- Attend monthly OFSA Live-in GA Staff Meetings.
- Attend regularly scheduled one-on-one meetings with their designated Assistant Director who will serve as the primary supervisor.
- Attend mandatory meeting and training dates.
- Assist OFSA and Housing Services with health and safety inspections.
- Other duties as assigned.

## **Compensation**

- A fully furnished private suite in an assigned fraternity or sorority chapter house, including a private bathroom.
- An on-campus/in-house meal plan.
- An on-campus parking permit near the chapter house.

## **Time Away**

Every Live-in GA receives ten (10) days of official time away while classes are in session. Time away from duties must be taken during the current appointment. It may not be accumulated or transferred. Prior approval is required for all time away.

## **To Apply**

Please submit an application, including a copy of your resume, [here](#). Priority application deadline is March 8, 2022.