



**Ashland University**  
**Graduate Assistant**  
**Residence Life/Greek Affairs**

Internship Title: **Residence Director**  
**Graduate Assistant, Greek Affairs**  
Institution: **Ashland University** (www.ashland.edu)  
Current GA: Jamie Abrusci  
Email: jabrusci@ashland.edu

Responsibilities:

**Fraternity Director**

1. Responsible for creating an environment conducive to the academic mission of Ashland University for approximately 20 students.
2. Oversee house administrative processes (opening/closing, room changes, occupancy reports and on-duty responsibilities).
3. Serve as a fraternity advisor to the chapter president.
4. Serve as a Judicial Adjudicator in house judicial matters.
5. Serve as a liaison to building services staff and communicate building concerns.
6. Refer and help students in personal matters so they may best achieve their academic goals.

**Graduate Assistant, Greek Affairs**

1. Assist the Director in the coordination of Orientation for students.
  - a. Supervise the Movers and Shakers during freshman move-in.
  - b. Provide motivation/recognition to O-Team members and update O-Team manual.
  - c. Assist O-Team in arranging and executing events and activities for Fall Orientation.
  - d. Work with the Director in the selection and training process of the O-Team.
  - e. Attend weekly O-Team Executive Committee meetings and training sessions.
  - f. Coordinate Winter Orientation for new students in January.
  - g. Contact offices and departments on campus for involvement with Friday Drive-Ins.
2. Greek Affairs responsibilities include:
  - a. Serve as an advisor to the Interfraternity Council (IFC) and attend weekly meetings
  - b. Meet weekly with the IFC president and Director to discuss IFC.
  - c. Supervise IFC Recruitment and programming.
  - d. Plan Greek Honors and assist in the coordination of Greek Week.
  - e. Provide ideas for possible Greek forums (1 forum per semester).
  - f. Serve as the co-advisor for Order of Omega.
3. Attend MGCA annually.
5. Other duties as assigned.

Supervisor(s): Director of Residence Life/Director of Orientation and Greek Affairs

Time Commitment: Residence hall responsibilities plus Community Service office hours.  
10-15 hours per week, including evening commitments.

Time Off: All University breaks and four weekends out per semester

Contract Dates: August 2006 through May 2007

Remuneration: \$16,390 stipend plus furnished apartment, board, free cable service, Health Center services and computer availability.

Contact Person for Pre-Interview Information:

Michele Sheets, Director of Residence Life, Ashland University, Ashland, OH 44805;  
419-289-5306, FAX 419/289-5399, e-mail: [msheets@ashland.edu](mailto:msheets@ashland.edu)

Co-Supervisor: Michelle Henson, Director, Orientation and Greek Affairs

