

**Case Western Reserve University Greek Life Office
Greek Community Educational Consultant (GCEC) Position Description**

Position Purpose

Create a culture in the CWRU Greek community that fosters holistic academic achievement and flourishing pursuit of knowledge and desire for learning.

Position Qualifications

- Sophomore or junior academic standing
- Demonstrated experience and interest in helping students and appreciation for lifelong learning
- Maintain a semester GPA at or above the all sorority or fraternity average
- Ability to work well with others
- Ability to formulate and execute a strategic vision
- Attend all IFC & PHC Executive Board and General Body meetings
- Must be able to attend Greek Life Office Staff Retreat August 13 and 14th, 2020
 - applies for similar dates for consecutive employment opportunity

Position Terms

- Nine-month contract will be offered for the academic year, for two- years where applicable and meeting all performance expectations
- Compensation includes a monthly stipend
- 10 hours per week, outside of IFC/PHC Executive Board responsibilities
- GCECs are directly supervised by the Manager for Greek Councils
- Attend all Greek Life office staff trainings, retreats and meetings.
- [IFC/PHC bylaws](#)
 - OFFICER EXPECTATIONS
 - All officers must attend the Executive Board retreat(s) to be eligible to hold office.
 - Officers may only miss two (2) required events per term, unless excused by the President of the Panhellenic after consulting with the Director of Greek Life, or their designee.
 - Required events are determined by the President of the Panhellenic after consulting with the Director of Greek Life, or their designee.
 - Officers must hold two (2) office hours a week in the Greek Life Office.
 - Officers must meet weekly with the Director of Greek Life, or their designee.
 - Officers of the Panhellenic must maintain confidentiality requirements established by the University, Greek Life Office, and the Panhellenic.
 - Officers must remain in good standing with their respective chapters.
 - Officers are to be respectful and serve as a role model to members of the Greek Community at all times.

Position Responsibilities for Greek Life

Assessment and Evaluation

- Continually identify trends related to intellectual development within the Greek community and address them with conviction and peer support
- Collect, calculate and make meaning of the Scholarship+ metric; share results with community
- Supervise Officer Grade Appeals evaluated by Gamma Sigma Alpha

Program Planning and Execution

- Plan and coordinate, and marketing existing CWRU academically-focused programs such as, but not limited to: Faculty Friday events, You Beyond CWRU
- Assist in the planning of the Annual Scholarship Reception each fall semester

Form and Maintain Campus Relationships

- Organize and facilitate chapter scholarship chair meetings with each chapter and scholarship chair trainings each semester
- Maintain relationships with appropriate campus partners and offices,

- Conduct faculty advisor meeting once each semester alongside Manager for Greek Councils
- Provide scholarship chairpersons with necessary campus resources
- Facilitate and provide best practices for chapter/faculty relations among chapters

Chapter and Community Development

- Assist with the development of chapter scholarship programs and educate chairpersons about intellectual development, appreciation of learning, professional integrity, etc.
- Continue a working relationship with Gamma Sigma Alpha, the academic honors society