



## Graduate Staff Position Description

The Graduate Staff is an essential part of the staffing model for the AFA Annual Meeting (#AFAAM).

Graduate Staff members will provide much of the onsite support to the Central Office Staff, the Annual Meeting Planning Team, and other Annual Meeting volunteers in delivering an excellent experience for attendees. This experience provides up-and-coming higher education professionals with an opportunity to understand conference planning and logistics while offering a unique glimpse into the operations of the Association. Graduate Staff members will network with current professionals in the field while delivering excellent customer service and helping to bring the Annual Meeting experience to life. While Graduate Staff members may not be able to attend educational programs (as a majority of their time will be devoted to working as meeting staff), opportunities for professional development will be offered throughout the training experience.

### RESPONSIBILITIES

Graduate Staff responsibilities include but are not limited to:

- Providing front line customer service to attendees
- Greeting and directing conference attendees
- Setting up and monitoring technology related to the Annual Meeting experience
- Assisting in opening/closing educational programs and conference evaluations
- Helping with the operations and troubleshooting of the AFA Annual Meeting
- Supporting special events, silent auction, awards, and exhibitors
- Distributing Annual Meeting communication as appropriate
- Serving as ambassadors for AFA during the meeting
- Attending training and daily staff meetings
- Other duties as assigned

### BENEFITS

The benefits are extraordinary and continue after the Annual Meeting. Graduate Staff members will:

- Learn about conference management and execution
- Gain valuable professional development resources for work in fraternity/sorority life and higher education

- Meet colleagues and prospective employers from all over the nation
- Connect and form a strong support system with fellow graduate students
- Interact with a variety of campus-based and headquarters professionals, inter/national officers, volunteers, staff members, and educational partners
- Learn job search strategies, and get special access to some AFA Graduate Student Experiences
- Get a behind-the-scenes look at AFA's operations, services, and programs
- Gain a positive and high-profile volunteer experience with AFA

## REMUNERATION

In return for Graduate Staff service, AFA will cover the following costs:

- One complimentary Graduate Student Annual Meeting registration and costs of some graduate student programs.
- Hotel room for December 6-11, 2025. Note: the room will be shared with another Graduate Staff member.
- Meals, including dinner on Saturday, December 6, and breakfast, lunch, and dinner beginning Sunday, December 7 through the Annual Meeting.