JOB DESCRIPTION

POSITION TITLE: Assistant Director for Fraternity and Sorority Involvement

JOB CLASS: Staff

SUPERVISOR: Director of Student Development and Campus Vibrancy

CLASSIFICATION: Full Time

LOCATION: DeLand

SUPERVISORY: Yes

DEPARTMENT: Division of Campus Life and Student Success

POSITION OVERVIEW:

Reporting to the Director for Student Development and Campus Vibrancy, the Assistant Director will have primary responsibility for the advisement and supervision of Stetson University’s comprehensive fraternity/sorority community. As part of a dynamic Office of Student Development and Campus Vibrancy the Assistant Director will have a diversified and exciting range of duties.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

The ideal candidate must possess a master’s degree in student development, counseling, student affairs, or related field, or have equivalent substantive experience working in student affairs. The position requires a dynamic individual with excellent verbal and written communication skills, as well as the ability to develop and maintain effective working relationships with students, faculty, staff, families, alumni, and the public in a comprehensive university environment. The Assistant Director must have experience working with student leaders as well as coaching, advising, and supporting student groups. Other requirements include the abilities to be flexible in one’s work assignments; communicate clearly and concisely both in writing and oral presentations; plan and organize one’s work; work independently with little or no supervision; work effectively in a team; manage budgets. Membership in or strong experience with inter/national fraternities or sororities is essential.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities (please note that any physical requirements should be listed as a part of relevant essential functions, i.e. lifting requirements, equipment operations, etc.):

Through a strong student empowerment model the Assistant Director will strategically: Coach, mentor, and advise the 13 chapters (made up of IFC/Panhellenic/NPHC organizations) and two governing councils that lead our Greek community that is made up from over 30% of undergraduates. Hire, supervise, train, and evaluate one graduate staff member and multiple student workers whose responsibilities include management of the Foundations of Excellence (FOE) standards program, GAMMA and Order of Omega advising, marketing and public relations efforts, assessment and data collection, and various community events and programming. Provide vision and direction for the office and ongoing development of the fraternity and sorority community. Assist chapters in their general day-to-day operations including the development and enforcement of judicial procedures, the cultivation of sound budgetary practices, and the creation of member education programs. Work with student governing councils, local alumni, and inter/national organizations to structure and execute the successful expansions additional Greek letter organizations as needed. Establish and maintain positive relationships with all community stakeholders including students, advisors, parents, alumni, inter/national headquarters, DeLand community, traveling consultants, and
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universities. Exhibit excellent fiscal management skills and align resources with strategic priorities. Evaluate and implement risk management strategies anchored in university values, organization/chapter values and FIPG policy. Work strategically with inter/national organizations to grow the fraternity and sorority community through Panhellenic Extension, as well as IFC and NPHC expansion. Engage in regular assessment of the effectiveness of programs/services provided by the office and councils. Coordinate and oversee all membership recruitment and intake processes for the community. Monitor organizations for compliance with policies held by the University and the inter/national headquarters of both the chapter and their appropriate governing body, as well as all state and local laws. Cultivate a supportive chapter advisor program based on transparency and information sharing. Work collaboratively with Housing and Residential Life to provide leadership of the university-owned fraternity and sorority housing facilities, as well as the student staff which serve them. Serve as the advisor and promote leadership development programming within the Interfraternity and Panhellenic councils that govern the fraternity/sorority community. Demonstrate excellent administrative skills in areas such as roster management, event registrations, grade reports and Map Works. Manage a departmental budget as well as be proficient using web-based tools for advertising, web design, student management, and recordkeeping. Collaborate to develop initiatives that promote campus vibrancy and engagement. Serve as a conduct officer and member of the divisional on-call crisis response team. Perform other intentional duties that contribute to the University mission as assigned.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.