
Auburn University Job Description

Job Title:	Asst Dir, Greek Life	Job Family:	No Family
Job Code:	AD39	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Reporting to the Director, Greek Life, oversees the Greek community leadership development, educational programs, awards and recognitions, and health and safety standards for Greek Life and affiliated fraternities and sororities.

Essential Functions

1. Develops, assesses, and reviews the planning and facilitation of educational programs related to the Greek Life community. Serves as the liaison between Greek Life and other campus partners to develop programming.
2. Develops and advises the Greek Programming Board, a student organization affiliated with the Greek Life Office. Implements community wide education and awareness campaigns and programs for Greek Life. Oversees the coordination and collection of data associated with the programs to highlight the efforts and programming.
3. Oversees the development of administrative practices that service the Greek community, including but not limited to developing communication protocol, collection process for roster management, data collection, and event registration and details.
4. Oversees the housing and compliance area of Greek life ensuring staff and facilities are in accordance with University and Greek Life standards and expectations.
5. Ensures that chapters receive regular training and review of their risk management and event management protocols and policies including Student Organization Social Event Policy. Develops and assesses process and changes regarding risk management. Offers educational opportunities to organizations' students, alumni, campus leadership regarding emergency situations, weather emergencies, house evacuations, and crisis management.
6. Serves as a liaison to Student Conduct regarding adjudication of fraternities and sororities related to organizational misconduct. Provides guidance and support to Greek Life Coordinators regarding judicial matters and sanctions issues to chapters under their advisement.
7. Ensures records are received and kept in compliance with university policies, procedures, and all federal, local, and state laws.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	No specific discipline.
Experience (yrs.)	5	Experience in administration of student programs related to Greek life.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of National Interfraternity Conference (NIC), National Pan-Hellenic Conference (NPC), and National Panhellenic Council (NPHC) regulations and student related Greek Life issues.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/23/2019
