
Auburn University Job Description

Job Title:	Dir, Greek Life	Job Family:	No Family
Job Code:	AE13	Grade 35:	\$50,900 - \$84,800
FLSA status:	Exempt		

Job Summary

Oversees the operation of the Office of Greek Life and provides advice on Pan-Hellenic and fraternity/sorority issues.

Essential Functions

1. Directs, plans, implements, and assesses effectiveness of Greek Life programs and services.
2. Recommends and implements programmatic and risk management policies and procedures.
3. Plans and administers departmental budget.
4. Oversees grievance resolution and disciplinary processes related to Greek organizations by providing support and guidance to the University Committee on Fraternities and Sororities.
5. Initiates and prepares grant proposals and reports to secure and maintain outside funding for fraternity and sorority programming.
6. Gathers and reports data concerning fraternity and sorority activities.
7. Assists others by providing specific information on Greek Life issues.

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	Degree in Education, Education Administration, Counseling or related field
Experience (yrs.)	6	Experience in administration of student programs/issues related to Greek life, pan-hellenic, or Greek council

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

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

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, reaching, talking, hearing.

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

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

Date: 12/15/2011
