

JOB INFORMATION

Job Code	AD39
Job Description Title	Asst Dir, Greek Life
Pay Grade	SR10
Range Minimum	\$53,620
33rd %	\$66,130
Range Midpoint	\$72,380
67th %	\$78,640
Range Maximum	\$91,150
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/5/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Engagement

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- Oversees the housing and compliance area of Greek life ensuring staff and facilities are in accordance with University and Greek Life standards and expectations.
- 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.
- 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.
- Ensures records are received and kept in compliance with university policies, procedures, and all federal, local, and state laws.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline. Master's degree in Higher Education, Education Administration, Education Leadership, Counseling, Student Development, Organizational Development, or related field is desired.	and	5 years of	Experience in the administration of student programs, support, or student life functions related to Greek Life, Student Involvement, Student Conduct or Counseling, Student Housing, Property Management, or similar.	

Substitutions Allowed for Experience	Yes
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Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.			Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting					X	
Lifting	X					
Climbing		X				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Stooping/ Kneeling/ Crouching			X			
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.