

Job Code: ..... 101656  
Position#: (PSA) (E)  
Developed by SS, DG, ER  
Reviewed by: ..... DLJ  
Approved by: ..... LK  
Date: ..... 06/23

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Coordinator, Greek Life  
**DIVISION:** Student Affairs (Dean of Students)  
**REPORTS TO:** Assistant Dean, Dean of Students  
**GRADE:** 10  
**SUPERVISES:** Support staff; Graduate & undergraduate student workers

**BASIC FUNCTION:**

Responsible for the coordination of harm reduction and risk management/education within Greek Life under the Dean of Student's Office. Work as part of an advising team to develop, implement, and evaluate health and safety initiatives within the Office of Greek Life. Reporting to the Assistant Dean of Students for Student Engagement, will lead harm reduction and risk management initiatives in the sorority and fraternity community; advocate for policies that address campus and community health; support sorority and fraternity student success; supervise and evaluate student staff; and provide individual student services aimed at the fraternity and sorority community. These functions include consultation, training/education, and additional projects necessary to support sorority and fraternity related risks. Collaborate with a diverse group of university internal and external stakeholders when fulfilling these functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In the area of ADVISING & COACHING:

Develop and serve as instructor for CSV 302 Peer Mentor program.

Establish and maintain good working relationships and collaborations with chapter advisors, (inter)national headquarters, and supporters.

Maintain strong working/collaborative relationships with the Center for Health Education and Wellness, chapter advisors, (inter)national headquarters, and supporters.

Empower student leaders and advocate for students.

Attend organization meetings, council meetings, and programs on campus to strengthen connection with students.

Meet individually and in groups with council and chapter leadership serving as a coach to individual chapters.

In the area of COMMUNICATION, OUTREACH, & PARTNERSHIPS:

Serve as resource for students, parents/families, faculty/staff, and community and headquarters partners on health and safety issues related to fraternity and sorority life.

Assist in the facilitation of community public relations, including but not limited to website updates, reports, publications, and media releases.

Support accountability processes and outcomes.

Advocate for resources and development of the field area of sorority and fraternity life.

Serve on and Chair select University Prevention Teams.

In the area of EDUCATION & PROGRAMMING:

Assist Associate Dean and staff with the oversight, coordination, and implementation of Risk Management and Harm Reduction initiatives in Office of Greek Life.

Assist in the management of other Office of Greek Life programming/education, including areas of wellness, prevention, health & safety, bystander intervention, hazing education, and organizational responsibilities.

In the area of SUPERVISION & TALENT DEVELOPMENT:

Assist with the hiring, training, support, and supervision of graduate assistants.

Assist in the recruitment, training, and support of student leaders and staff.

Attend and assist with coordinating professional staff meetings, individual staff meetings, staff evaluations and feedback, professional development plans, and assist with Division of Student Life and Dean of Students staff initiatives when necessary.

In the area of ASSESSMENT & ADMINISTRATION:

Attend regional and national conferences with students.

Assist in the evaluation of department programs for effectiveness.

Assist in assessing effectiveness of department programs and services.

**OTHER DUTIES AND RESPONSIBILITIES:**

Represent the office on University, Division, and other committees, and at university events.

Compile statistical reports and documents for the Dean of Students Office.

Work evenings and weekends regularly.

Perform additional duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers and printers; word processing, database management and spreadsheet software; multimedia computer equipment.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Masters degree in Public Health, Health Promotion, Health Education, Higher Education, Student Affairs, College Student Personnel, Counseling, or related field; Minimum of three years of combined professional experience (this may include time as a graduate assistant) in fraternity and sorority advisement and/or Greek letter organization; Minimum of one year of professional experience in risk management and harm reduction programming; Demonstrated computer skills (including basic understanding of research design and evaluation); Demonstrated experience working in a college/university environment or with college aged population; Demonstrated experience working with fraternities or sororities at the local or national level;

Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; Demonstrated ability to identify and make referrals to outside treatment providers; and Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated knowledge of NASPA/ACPA Professional Competency Areas for Student Affairs Educators; Demonstrated knowledge of the American College Health Association's Standards of Practice for Health Promotion in Higher Education (ACHA SPHPHE) and Healthy Campus 2020 objectives; Demonstrated knowledge of assessment practices including the development of learning outcomes and producing reports; Demonstrated ability to handle sensitive and privileged information and staying abreast of regulations regarding student privacy and information sharing; Demonstrated ability to keep abreast of specific trends and issues affecting sorority and fraternity communities, including legal issues, programming, and national councils; Demonstrated ability to incorporate principles of diversity/social justice into decision making; Demonstrated ability to collaborate with stakeholders on campus and in the surrounding community; Demonstrated presentation, organization, and retreat planning skills; and Demonstrated supervisory experience.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**