

Class Code:.....0123
Position #: (PSA) (E)
Developed by:.....MJG
Reviewed by: DLJ
Approved by:LK
Date:.....03/16; 03/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Greek Affairs
DIVISION: Student Affairs
REPORTS TO: Assistant Dean of Students, Greek Affairs
GRADE: 11
SUPERVISES: Graduate assistants, interns, undergraduate students

BASIC FUNCTION:

Initiate, design, implement, and evaluate programs for students involved in the Greek Community: including, activities designed to enhance chapter development, develop executive board teams and individual leadership development for Greek student organization members. Collaborate with Substance Abuse Prevention Services and Community Standards to ensure compliance and alignment with local, university, and national fraternal organization rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Advise and convene Greek student leadership organization and group leaders (i.e., IFC, Panhel, MGC, Chapter Presidents, Chapter Treasurer) to ensure vibrant, effective, and productive chapter executive boards and presidents.

Develop activities and events that establish and/or reinforce healthy Greek Community traditions and philanthropy, as well as social, recreational, late night and weekend substance free Greek programming.

Design, coordinate, and implement professional- and peer-based interventions for specific Greek populations experiencing difficulties (e.g., sophomore presidents, Greek chapters with below average GPAs, chapters under community standards disciplinary action).

Coach, advise, and guide individual and group Greek student organization leaders in conflict resolution, risk management, budget and finance, running meetings, behavior management, leadership skills and refer to appropriate university and fraternal personnel (i.e., Leadership Program, Counseling Services, House Directors, Alumni Advisor) as needed. Offer educational programming as appropriate.

Conduct individual chapter assessments, complete chapter standards reports, meet with national consultants during recruitment and scheduled visits, and engage national officers as directed by the Assistant Dean of Students for Greek Affairs.

Supervise undergraduate interns (i.e., fundraising, special events, social media, website) in Greek Affairs.

In coordination with IFC, Panhel, and MCG, assist in the implementation of recruitment processes for the Greek community including attending Prospective and New Student Programs.

Facilitate Greek 101 course for prospective new members including curriculum development, scheduling of speakers, and convocation activities. Recruit, train, hire, and supervise peer mentors for Greek 101.

Partner with Institutional Research and Enrollment Services to conduct Greek community performance assessments (i.e., chapter GPA, overall Greek GPA, Greek retention and graduation rates).

OTHER DUTIES AND RESPONSIBILITIES:

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

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

Coordinate and attend evening and weekend programming regularly

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in education, counseling, college student personnel or related field; Minimum three years of professional experience, including one year of experience in: advising college student organizations, experience with Greek letter organizations and/or student leadership programs; Demonstrated experience working in a college/university environment or with college aged population; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work in a fast-paced environment; Demonstrated ability to work collaboratively; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience working with diverse Greek lettered organizations and diverse student organizations (i.e., LGBTQ Greek, multicultural Greek); Demonstrated experience working with national organizations and local community in university-town relations; Demonstrated understanding and use of contemporary communication methods (i.e., social media); and, Demonstrated experience with assessment and evaluation.

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