



## DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

<b>POSITION TITLE:</b>	ASSISTANT DIRECTOR OF FRATERNITY AND SORORITY LIFE AND STUDENT ENGAGEMENT
<b>PERSONNEL CLASSIFICATION:</b>	ADMINISTRATIVE STAFF, FULL-TIME EXEMPT, 12 MONTH, LIVE IN
<b>DEPARTMENT:</b>	STUDENT AFFAIRS
<b>POSITION SUPERVISOR:</b>	DIRECTOR OF CAMPUS EVENTS AND THE DIRECTOR OF RESIDENCE LIFE
<b>DEPARTMENT HEAD:</b>	VICE PRESIDENT OF STUDENT LIFE/DEAN OF STUDENTS

**PRIMARY DUTIES/RESPONSIBILITIES:** The Assistant Director of Fraternity and Sorority Life and Student Engagement provides direction and visionary leadership within the context of the College's mission for Fraternity and Sorority Life, Fraternity and Sorority Housing and Student Engagement. Exercising discretion and independent judgment, duties and responsibilities may include but are not necessarily limited to the following:

### **Fraternity and Sorority Life**

1. Work collaboratively with the Director of Campus Events to provide visionary leadership to the entire Greek system including strategic planning, overall evaluation, development and implementation.
2. Manage the judicial process in collaboration with the Director of Residence Life for College policy violations related to Greek organizations.
3. Advise Panhellenic, Interfraternity Council and Greek Presidents Council, Order of Omega and Greek Week.
4. Manage the Annual Assessment of the Fraternity and Sorority System.
5. Coordinate the Annual Fraternity and Sorority Life awards.
6. Oversee fraternity and sorority recruitment.
7. Act as liaison between the College and national fraternity and sorority organizations.
8. Work with fraternities and sororities to create supportive advisory boards.
9. Plan and implement leadership development and educational programming within the fraternity and sorority community including officer training and transition, new member education, and risk management education.
10. Serve as the liaison to inter/national headquarters; alumni; chapter advisors; and College departments such as Alumni Relations and Housing.
11. Generate reports detailing fraternity and sorority grade point, recruitment, and membership statistics.
12. Develop and direct the fraternity and sorority expansion process.

### **Fraternity and Sorority Housing**

1. Direct fraternity and sorority housing operations including policies and procedure development, facility management, and staff training and supervision.

2. Work with Director of Residence Life in Greek facility management.
3. Supervise House Managers.
4. Manage the hiring, training and evaluation process of all Greek House Managers.
5. Represent Greek Life on all new Greek housing initiatives.
6. Share on-call duties and assist with campus emergencies as a member of the residence life staff.

#### **Office of Student Engagement**

1. Create a vibrant, welcoming and inclusive environment for recognized student organizations.
2. Provide support, leadership and developmental training opportunities and resources to student organizations.
3. Work collaboratively with student government in the new student organization recognition process.
4. Provide resources, outreach and guidance to student organization advisors.
5. Manage the Office of Student Engagement.
6. Hire, train and supervise student associates.
7. Manage office supplies and track center usage.
8. Manage the annual student organization recognition process including tracking and documenting members.
9. Plan and implement the annual Student Involvement Fair.
10. Oversee the continuous advertisement for involvement opportunities including the weekly “What’s Happening” publication.
11. Present to various Admission groups.

#### **Other duties as assigned.**

**WORK RELATIONSHIPS:** Reports to the Director of Campus Events and the Director of Residence Life and through those positions to the Vice President for Student Life and Dean of Students. Works directly with other members of the Student Affairs staff. Has daily contact with students, staff, faculty, and persons outside the campus community.

**EDUCATION, EXPERIENCE, AND CERTIFICATION:** Bachelor’s degree required. Master’s degree in College Student Personnel or related field preferred. Experience with residence life management and Greek Life required. Knowledge and/or experience with programming planning and student organization leadership a plus.

**SKILLS, KNOWLEDGE, AND ABILITIES:** Ability to plan, implement and evaluate complex tasks and procedures. Working knowledge of student development theory and a commitment to its implementation. Excellent organizational and supervision skills. Excellent communication skills. Willingness and ability to work well in a collaborative environment with all campus and associated constituencies. Ability to maintain confidentiality.

**GENERAL EXPECTATIONS OF POSITION:** Regular attendance at work is among the essential functions of the position. Evening and weekend work may be required to fulfill responsibilities. Conduct is expected to be professional and courteous. Duties and responsibilities are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College.

**ADDITIONS, AMENDMENTS, AND DELETIONS:** Unless notated differently, qualifications listed herein should be considered to be required. The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, department head, Human Resources, or the President.

*Revised 5/9/2022*

