

# University of Richmond

## Position Description

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|------------------------|---|----------------------------|
| <b>Position Title:</b> | Assistant Director of Greek Life                              | <b>Position No:</b> 500234 |
| <b>Depart/Unit:</b>    | Office of Student Activities, Division of Student Development | <b>Pay Grade:</b> 6        |
| <b>Reports to:</b>     | Director of Student Activities, 500121                        |                            |
| <b>FLSA Status:</b>    | Exempt  | Date Revised: 03-05-13     |

### Summary:

The Assistant Director of Greek Life has primary responsibility for leading, training and advising the 14 sororities and fraternities that comprise the Greek Life community. In addition, the Assistant Director advises the Interfraternity, Panhellenic and National PanHellenic Councils.

### Greek Life:

**50%**

- Provide leadership in defining an overall vision and direction for the University of Richmond Greek Life system.
- Provide education and training to the Greek community and its related constituencies in topical areas including but not limited to risk management, philanthropic and education programming, legal trends, leadership skills and develop, operations management.
- Oversee and implement chapter disciplinary processes.
- Coordinate all daily operations, social event registration processes, internal and external communications, recruitment, and affiliation programs.
- Serve as the liaison to fraternity and sorority headquarters, undergraduate chapters, alumni and the international officers.
- Manage and advise the programs of 15 social Greek Life organizations and their governing bodies, Panhellenic, Interfraternity and National PanHellenic Councils.

### Facilities Operation: 20%

- Conduct weekly facility inspections to identify maintenance issues and forward to University facilities. Serve as the University liaison between University Facilities, the Business and Finance Office, the Accounts Payable Office and the undergraduate chapters.
- Process all Greek Life billing and work orders.
- Coordinate safety and fire inspections and disseminate reports to alumni and undergraduates.

### Student Activities Office: 30%

- Participate in department strategic planning process.
- Attends meetings, programs and events in the absence of the Director of Student Activities. Serve as a Student Development resource for University events.
- Serves on the Student Development Programming Committee.

### Contacts:

- Students
- University senior staff
- University of Richmond alumni

- Fraternity and sorority leadership – on and off campus

**SUPERVISION EXERCISED:**

- None

**WORKING CONDITIONS/PHYSICAL EFFORT:**

Availability for evening and weekend activities/meetings is essential.

**QUALIFICATIONS:**

(List specific knowledge, skills, abilities, education and/or experience that would be required for entry into the position in each category shown below.)

Knowledge, skills & ability:

- Demonstrated knowledge of student development theory, Greek Life expertise
- General knowledge and understanding of organizational behavior practices.
- Very strong organizational, time management and event planning skills
- Excellent writing communication skills
- Understanding of conflict resolution processes
- Ability to write and implement policies and procedures
- Demonstrate initiative to develop creative, collaborative programming in a team oriented environment.

Education & experience

- Master's Degree in Student Personnel or related field required.
- Minimum 2 years' experience in Greek Life, program development and assessment.