

## **GREEK LIFE**

**Position:** ASSISTANT DIRECTOR OF FRATERNITY AND SORORITY LIFE

**Department:** STUDENT LIFE

**DESCRIPTION OF DUTIES:** Newbie University seeks an Assistant Director for Fraternity and Sorority Life who will contribute to Newbie University's mission of developing citizen leaders who are prepared to make positive contributions to the common good. The incumbent has the unique opportunity to work closely with 12 fraternities and sororities.

In a learning-centered environment, the Assistant Director will advise and lead an organization of national sororities and fraternities; provide leadership development; offer programming supporting the University's student development mission; provide programming for fraternity and sorority advisors; advise the College Pan-Hellenic Council, National Pan-Hellenic Council, Order of Omega, and Rho Lambda; serve in campus-wide student affairs leadership assignments; coordinate Greek Summit, Officer Transitions Training and summer president's workshop; collaborate with faculty, staff, & students to help enhance Greek Life on campus; and serve as a member of the Student Union and Involvement staff. Evening and weekend work required.

**REQUIREMENTS:** Earned Masters Degree in student personal administration, higher education administration, or similar program; minimum two (2) years of administrative experience in Fraternity and Sorority Life with experience advising the College Pan-Hellenic Council and/or National Pan-Hellenic Council; experience with budget management, event planning, computers, web design, organization advisement, and recruitment software programs is a plus.