**TITLE:**  Assistant Director for Fraternity and Sorority Life

**DEPARTMENT:** Division of Student Life

**DATE:** December 2022

**REPORTS TO:**  Assistant Dean and Director for Community Life

**Purpose:** The Center for Student Involvement is seeking a student-centered, dynamic individual who has a passion for working with students involved in Fraternity and Sorority Life (FSL). The Assistant Director has responsibility for advising, mentoring, supporting and providing education for Fraternities and Sororities. This position also advises in developing and implementing fraternity and sorority events and training. This working relationships and collaboration with student leaders, with colleagues in the Division of Student Life, and across campus are integral to the work of the Assistant Director. This is a high-energy position requiring a keen sense of student needs and the ability to act in the short term, yet think and plan for long-term growth and success.

**Essential Duties & Responsibilities:** The following are all essential duties and responsibilities.

The following functions are essential and typify the responsibilities for this position:

1. Work with the Fraternity and Sorority Life (FSL):
   1. Advise and supports UMaine’s 26+ social Greek-letter organizations and with staff, advises the Interfraternity (IFC) and Panhellenic councils (Panhel).
   2. With IFC and Panhel Boards, develop and implement a comprehensive schedule of programs, recruitment processes, and activities to engage fraternity and sorority organizations and their members.
      1. To include officer transitions, all Greek meetings, annual training for executive positions such as conduct board, recruitment, etc…
      2. With Student Wellness, implement a robust new member education program that educates new members on the risks associated with alcohol, hazing, and sexual assault and also assists them in developing skills to be successful students and leaders.
   3. Meet and collaborate with all chapters to develop specific and measurable goals for academic excellence, recruitment, and leadership involvement through the Chapter Success program.
   4. Oversee the management of data and information for rosters, grades, policies, procedures, manuals, and event management through software programs, currently Campus Groups.
   5. Communicate and meet regularly with alumni, advisors and national headquarters regarding the chapters and needs.
   6. Collaborate with campus partners to ensure success of the Fraternity and Sorority community.
   7. With the Dean-on-call, respond to fraternity and sorority emergencies in a timely manner, to provide support and resources
   8. Work with University of Maine system and campus partners to oversee housing, development, leases and chapter room agreements.
2. Other Responsibilities:
   1. Work collaboratively with members of the Community Life and Center for Student Involvement staff to support student staff training, retreats, and to plan and execute campus-wide traditions and events. This includes participation in Maine Hello, Family and Friends Weekend, Halloweekend, Winter Carnival, Maine Day and other large-scale events.
   2. Collaborate with other staff in the department and the Division of Student Life on Division-Wide initiatives.
   3. Work with staff in the department to update and maintain websites and marketing materials.
   4. Develop and maintain professional relationships that reflect courtesy, civility, and mutual respect.
   5. Build productive relationships with internal and external constituencies.
   6. Utilize coaching and mentoring methods which provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.
   7. Commit to organizational improvement by identifying opportunities to improve, and recommending possible alternatives for a situation.
   8. Other reasonably related duties as assigned.

**Knowledge & Skill Qualifications:**

**Required:**

* Typically requires a Bachelor’s degree in higher education, student personnel, or related discipline and 2+ years of experience or a combination of education and experience.
* Experience in student leadership programs and facilitation skills
* Strong oral and written communication and interpersonal skills.
* Self-motivation and thoroughness.
* Student centered with knowledge of current best practices in leadership development.
* Ability to interact easily with all members of a university community and must be able to articulate a clear and compelling conceptualization of student involvement, leadership development, and community engagement.
* A sensitivity and interest in issues related to diversity and demonstrated ability to work in a collaborative manner with all levels of the university and division, including those from underrepresented groups.

**Preferred:**

* Master’s degree in higher education, student personnel, or related discipline.
* Previous familiarity working with and directly advising fraternities and sororities on a college campus and having membership in a social Greek-letter organization.

**Work Environment**: The office is located in the Memorial Union which is a very visible and high traffic area. Events and programs occur throughout campus in our many chapter rooms and fraternity/sorority houses. Work is frequently interrupted and the goals and/or focus of work can change with little prior notice.

**Supervisory Responsibility:** This position supervises up to 1 professional staff, graduate assistants (hiring, work assignment, performance evaluation, etc.) and one or more graduate interns.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond normal business hours (to include evenings and weekends) will be routinely necessary to meet the requirements of the position. Generally, the work schedule for this position will be varied and regularly evenings and/or weekends. The employee shall establish regular office hours and in consultation with the supervisor, and adjust the work schedule as appropriate.

**Position Type:** This position is on-going and base budgeted.

**Schedule for Evaluation:** In accordance with the UMPSA Agreement.

**Job Family/Salary Grade:** 19/03

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.

Appropriate background checks required.