

Director of Fraternity and Sorority Life
Northern Illinois University

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Posted Apr. 21, 2022, set to expire Aug. 21, 2022

Job Title	Director of Fraternity and Sorority Life
Department	Stdnt Involvemnt&Leadrsip Dev
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Apr. 21, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs
Job Website	https://employment.niu.edu/postings/63047

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Job Description

Primary Function

Reporting to the (Acting) Executive Director for Student Involvement, the Director of Fraternity and Sorority Life will provide the overall vision and oversight of fraternity and sorority life, comprised of 4 governing councils and approximately 42 chapters, at Northern Illinois University.

Duties and Responsibilities (generally)

This collaborative professional plays an integral role in shaping the vision for Fraternity and Sorority Life and supports the growth and overall service to students of the involvement cluster within the Division of Student Affairs. The Director develops, coordinates, and implements initiatives and services, which promote learning, growth, and development for approximately 700 students (currently), affiliated with fraternities and sororities. The Director's focus includes an emphasis on academic achievement, values-based leadership, diversity, and service.

The Director is also responsible for supervision of staff, advising students and chapter advisors, policy implementation, and budget management. The person in this position implements and assesses

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proactive risk management and education strategies for fraternity and sorority life, as well as manages data collection and reporting for fraternity and sorority community assessments.

Minimum Required Qualifications for this position

Master's degree in Student Affairs, Higher Education, Education Administration or related field is required.

Five years of full-time experience (or equivalent) working in student support services, with a minimum of 3 years of full time experience directly in Fraternity and Sorority Life work.

Demonstrated experience working with student organizations on a university or college campus.

Specialty Factors (Additional Required Qualifications)

Education and Experience Preferred

Membership in national Greek organization.

Previous direct involvement with fraternity and sorority life, including working with Greek governing councils, providing education, and implementing leadership training for students.

Preference given to candidates who have served in campus-based fraternity and sorority advising roles.

A student-centered philosophy that pervades all aspects of the responsibilities of the position.

Demonstrated ability to delegate effectively and empower staff to conduct their daily responsibilities.

Strategic thinker who can develop both short- and long-term plans around the needs of student engagement.

Ability to listen carefully, ask knowledgeable questions, learn the culture of the university and the department, accept input from staff, and then make well-informed decisions that are best for the NIU community.

Problem solving skills, with the ability to determine needs, address issues, and manage change effectively.

Budget and finance skills.

Ability to make difficult decisions when necessary, and to conduct difficult conversations when pertinent, to listen to all sides of an issue, and to balance the needs of the people with the needs of the organization.

Demonstrated history of accomplishments that show timely completion of tasks and assignments.

List the knowledge, skills, and abilities critical to the performance of this position.

- Knowledge of national fraternity and sorority policies and procedures, experience working with Greek organizations on a campus or headquarters level.
- Strong understanding of the campus and national fraternity and sorority community.
- Excellent skills in relationship building and relationship management.
- Ability to work with student organizations in a positive, efficient, and productive manner.
- Demonstrated knowledge of and experience in hazing mitigation and anti-hazing education in a

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higher education setting is required.

- Ability to work within a team environment, contribute to the development of the department, and demonstrate initiative and enthusiasm.
- Must be available to work a flexible schedule including evenings and weekends.
- Experience leading and/or supervising the work of others.
- Excellent leadership, organizational, interpersonal, and management skills.
- Excellent verbal and written communication skills are essential. Tact, good judgement, and the ability to deal calmly with stressful situations, an instinct for problem solving, and an appreciation of the overall goals of the university are critical to the position.
- Strict attention to detail, problem solving skills and the ability to multi-task and prioritize work are imperative.
- Demonstrated knowledge and direct experience in working with fraternities and sororities in mixed housing scenarios – private off-campus housing sites and on-campus fraternities and sororities whether with housing or without housing
- Demonstrated commitment to diversity, equity, inclusion and access, particularly as it applies to fraternities and sororities.
- Demonstrated understanding of policy development, education and implementation; risk management and mitigation; and values-based leadership.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact