

Associate Director of Fraternity & Sorority Life (3480)
Northern Illinois University

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Downloaded On: Nov. 28, 2023 11:47am

Posted Jan. 31, 2023, set to expire Dec. 7, 2023

Job Title	Associate Director of Fraternity & Sorority Life (3480)
Department	Stdnt Involvemnt&Leadrship Dev
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Jan. 31, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs
Job Website	https://employment.niu.edu/postings/69348
Apply By Email	
Job Description	

Overview

The Associate Director will serve as an advocate, advisor, and resource for Northern Illinois University's fraternities and sororities comprised of 4 governing councils and 40+ chapters.

Position Summary

The Associate Director will serve as an advocate, advisor, and resource for Northern Illinois University's fraternities and sororities comprised of 4 governing councils and 40+ chapters. The Associate Director develops, coordinates, and implements initiatives for chapters and members for approximately 800 students, which promote learning, growth, and development. The Associate Director's focus includes an emphasis on academic achievement, values-based leadership, diversity, and service. The Associate Director is also responsible for maintaining chapter data, travel with student

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delegations to conferences, policy enforcement, and supervision of graduate assistant(s).

Essential Duties and Responsibilities

Advising and Management (25%)

- Advise the fraternity and sorority governing boards and chapters including Interfraternity Council, United Greek Council, National Pan-Hellenic Council, and Panhellenic Association. This includes attending weekly council meetings and individual meetings with council/chapter leaders – providing supervision, support and mentorship.
- Counsel, meet, and communicate regularly with Fraternity and Sorority Life organizational presidents, chapter leaders, and faculty and staff advisors.
- Assists in the production, collection, and management of accurate membership records, recruitment statistics, housing information, and scholarship reports.
- Support chapter extension processes and implementation.
- Attend events planned within the department, division, or by the student organizations as needed.
- Assists the Director in working with advisors and inter/national headquarters staff.

Supervision (15%)

- Supervise, hire, and train graduate student(s) to help carry out functions of the office. Delegate tasks to staff as appropriate
- Conduct regular meetings with each supervisee, assess and monitor progress, and provide on-going feedback and annual evaluations of job performance

Training and Education (30%)

- Assist in the creation and implementation of services and initiatives sponsored by the department or various student organizations. Conduct regular and ongoing workshops, trainings, and/or retreats on behalf of the department to serve various groups including: staff, students and/or student organizations, faculty and/or faculty advisors, and parents.

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- Build relationships with campus partners to create collaborative educational efforts to serve students.
- Assist the Director in the development, implementation, and evaluation of multiple training programs (New Member, President's retreat, etc.).
- Assist the Director in development, implementation, and evaluation of risk management strategies for fraternities and sororities (Student Code of Conduct, Inter/national policies and regulations, insurance requirements, etc.).
- In conjunction with the Fraternity and Sorority Life staff and Student Conduct, conduct educational conversations with organizations regarding conduct of the organization.
- Assist Director in creating an updated training model catered to positions rather than chapter or council.

Administrative Duties (30%)

- Communicate, interpret and enforce University policies and expectations to students, advisors and inter/national headquarters.
- Associate Director will assist the Director in the policy creation, implementation, and enforcement related to Fraternity and Sorority Life. This includes enforcement of social policy, and chapter accreditation process, as well as adherence to Northern Illinois University's student code of conduct.
- Maintain departmental website in conjunction with the Director, Student Involvement, and Student Affairs.
- Works with chapters to stay in congruence with their national policies as dictated by inter/national organizations. Works with chapters to stay in congruence with local, state, and federal laws (i.e. alcohol and drug policies as well as hazing and physical abuse).
- Serve on university and departmental committees as assigned. Participate in departmental and divisional activities.
- Assist in representing the department at Summer Orientation, Open Houses, and other outreach efforts.
- Assist in the implementation of formal Panhellenic recruitment processes.
- Assist in other recruitment and intake efforts.
- Additional duties as assigned.

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Minimum Required Qualifications (Civil Service)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree.
2. A total of one (1) year (12 months) in education, training and/or work experience in the area of specialization inherent to the position*.
3. Demonstrated experience in working with student organizations on a university or college campus.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
3. Skill in analyzing information and evaluating results to choose the best solution and solve problems.
4. Skill in scheduling events, programs, and activities, as well as the work of others.
5. Skill in oral and written communication.
6. Ability to adjust actions in relation to others' actions.
7. Ability to listen to and understand information and ideas presented through spoken words and sentences.
8. Ability to apply general rules to specific problems to produce answers that make sense.
9. Ability to develop specific goals, plans to prioritize, organize, and accomplish tasks.
10. Ability to work effectively with staff, the public, and outside constituency groups.
11. Ability to effectively plan, delegate, and supervise the work of others.
12. Ability to utilize various computer software packages, such as Accounting Software, query, etc.
13. Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems.
14. Ability to analyze and develop guidelines, procedures, and systems.

Specialty Factors (Civil Service)

Preferred Qualifications (Civil Service)

1. Experience advising Greek Governing Councils including but not limited to Interfraternity Council, Panhellenic Council, Multicultural/United Greek Council and National Pan-Hellenic Council.

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2. Membership in a national Greek Organization.
3. Professional experience working in a college or university environment.
4. Knowledge of best practices and ability to infuse research with practical experience to create intentional programs for fraternity and sorority life.
5. Ability to communicate effectively with diverse students, faculty, and staff.
6. Ability to work within a fast-paced environment, contribute to the development of the department, and demonstrate initiative and enthusiasm.
7. Must be available to work a flexible schedule including evenings and weekends.
8. Must actively participate in promoting an inclusive environment that values diversity and inclusion.
9. Knowledge of national fraternity and sorority policies and procedures, experience working with Greek Organizations on a campus or headquarters level.
10. 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