

Assistant Director of Fraternity and Sorority Life  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=231272>

Downloaded On: May. 8, 2024 5:08pm

Posted Feb. 22, 2024, set to expire Jul. 12, 2024

**Job Title** Assistant Director of Fraternity and Sorority Life  
**Department** Office of Undergraduate Student Life  
**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Feb. 22, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Student Affairs

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Fraternity-and-Sorority-Life\\_RQ27833](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director-of-Fraternity-and-Sorority-Life_RQ27833)

**Apply By Email**

**Job Description**

### Job Description

Stevens Institute of Technology is currently searching for a dynamic Student Affairs professional to join the Office of Undergraduate Student Life as the Assistant Director of Fraternity and Sorority Life. The Assistant Director promotes student success by providing overall leadership, advisement, training, and support to the recognized social fraternity and sorority community at Stevens.

Reporting to the Assistant Dean of Students and Director of Undergraduate Student Life, the Assistant Director promotes and supports active, healthy, learning environments and activities while positively impacting retention and student success within our highly celebrated Fraternity & Sorority Life (FSL) program consisting of 22 chapters, 3 governing bodies (IFC, SPC, and MGC), and affiliated honor

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societies (Order of Omega). The Assistant Director has budgetary, compliance, student leadership development, and event and facilities management responsibilities.

### **Responsibilities:**

#### **Advisement and Management**

- Serve as the advisor to 22 social fraternities and sororities, in addition to the Interfraternity Council, Panhellenic Council, and the Multicultural Greek Council
- Develop, implement, maintain, and evaluate all aspects of a comprehensive fraternity and sorority program in alignment with University and Student Affairs strategic initiatives
- Implement regular advising meetings with all chapters and implement an accreditation and scorecard rating system to support their performance and operations.
- Work in collaboration with the Office of Residential and Dining Services to manage off-campus residential facilities that are both owned by Stevens or privately owned, including but not limited to the oversight of city laws, neighbor complaints, work orders, billing, and capital improvements
- Oversee an annual operating budget for FSL programs and manage expenses
- Assess student retention through engagement, persistence, and graduation analysis
- Serve as the main liaison to campus, regional, and national fraternity and sorority advisors and staff, especially to the national offices of NPC and the NIC
- Establish and maintain productive relationships with chapter alumni, alumnae, and faculty advisers
- Support the house corporation boards through continued communications, programming, and project development

#### **Education and Programs**

- Provide guidance and oversight of the development of leadership programs specific to the Fraternity & Sorority Life community, including leadership development and training, new member education, annual accreditation, bystander intervention, and risk management training
- Implement educational programs around topics including but not limited to hazing, social justice and inclusion, consent and sexual violence, and alcohol
- Facilitate group training and meetings with the chapter inclusion representatives to implement

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anti-oppression and inclusive practices within the community.

- Oversee fraternity and sorority recruitment and intake, in accordance with institutional and national organizational guidelines
- Provide support for awards of excellence to the fraternity and sorority chapters and members in collaboration with the Undergraduate Awards Ceremony.
- Support students in their attendance at regional and national conferences, specifically at the Northeast Greek Leadership Association (NGLA) conference

### **Code of Conduct**

- Ensure compliance with University policies and procedures as well as adherence to local, state, and federal laws by providing regular communication, resources, and trainings with the Greek community
- Serve as a conduct officer for violations of the Student Code of Conduct

### **Supervision**

- Provide administrative direction and direct supervision to one Graduate Coordinator for Fraternity and Sorority Life who will provide assistance with FSL programs, advisement of the Interfraternity Council and Order of Omega, and general chapter advisement

### **Other Areas of Responsibility**

- Assist with the development and implementation of first-year orientation and pre-orientation programs
- Assist with the creation and implementation of additional program development in alignment with the mission of Student Affairs and with the institution's comprehensive strategic plan
- Represent Stevens at regional and national conferences
- Provide evening and weekend coverage of events as needed

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### **Characteristics of the Successful Candidate**

Familiarity with best practices and resources regarding the support and development of fraternity and sorority life, including multicultural organizations; a track record of creative and effective leadership training/programming directed to students, as well as alumni advisers and volunteers; and a collaborative management approach are essential to success.

Demonstrated ability to develop and implement risk management and prevention strategies; focused attention on recruitment and expansion for emerging populations; ability to support residential communities. Excellent organizational skills; strong written and oral communication ability; superior relationship-building skills to relate effectively with a wide range of constituents, including students, campus colleagues, alumni, parents, and local community representatives; demonstrated problem-solving and decision-making abilities; and an unwavering commitment to diversity and equity. Must ensure the efficacy of all programs, support services, policies, and education related to fraternities and sororities on campus in support of established learning outcomes.

Importantly, the successful candidate must have the capability to serve as a role model for our students and demonstrate a true passion for the greater Fraternity and Sorority community. This person must be committed to move the needle forward within this functional area.

### **Qualifications:**

- Master's degree in Higher Education Administration, Student Personnel Administration, or related field
- 2-3 years of experience in student affairs
- Prior experience advising social Greek letter organizations
- Ability to work with a diverse student population and develop rapport with students
- Experience advising student organizations and supervising student staff is preferred
- Knowledge of relevant research literature on the development of college students, leadership, risk management, organizational development and ability to implement research and develop new programs
- Experience analyzing and collecting data
- Demonstrates clear organization skills, effective oral and written communication skills and leadership capabilities
- Ability to adapt a flexible schedule, which includes some evenings and weekend responsibilities

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**Department**

Office of Undergraduate Student Life

**General Submission Guidelines:**

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

**Still Have Questions?**

If you have any questions regarding your application, please contact [Jobs@Stevens.edu](mailto:Jobs@Stevens.edu).

**EEO Statement:**

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans'

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Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

**NSF ADVANCE Institution** Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

**Jeanne Clery Disclosure:**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

**Contact Information**

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

**Contact**

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