## DRURY UNIVERSITY JOB DESCRIPTION

**JOB TITLE:** Director of Greek Life and Student Activities  
**DEPARTMENT:** Student Affairs

**DATE:** June 10, 2014  
**SCHEDULE:** Regular, Full-time, 12 Months, M-F

**REPORTING SUPERVISOR:** Vice President of Student Affairs/Dean of Students  
**FLSA:** Exempt - Executive  
**IPEDS:** 25

**JOB FUNCTION:**
Develops and implements activities and services which supplement the academic program of the University and encourage student involvement and participation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 25%</td>
<td>Ongoing</td>
<td>Advise, monitor and maintain all procedures, policies, and systems to manage Greek life and student organizations. Develop, implement and support organizational, promotional, informational, risk management and leadership programs for Greek Life and Student Organizations. Maintain Greek Life, Clubs and Organizations web sites, manuals and publications.</td>
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<tr>
<td>2. 15%</td>
<td>Ongoing</td>
<td>Coordinate student involvement events, including FYE events, Student Activities Fair, Sorority Recruitment, Fraternity Rush, Greek New Member Week, Greek Week, Greek Excellence Awards Program and community service projects.</td>
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<tr>
<td>3. 10%</td>
<td>Ongoing</td>
<td>Coordinate programs and training for clubs and organizations officers, members and advisors. Plan monthly in-service training programs, as well as individual and system wide programs for Student Leaders, Student Organizations, Fraternity Life and Sorority Life.</td>
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<tr>
<td>4. 10%</td>
<td>Weekly</td>
<td>Facilitate group meetings, mentor organizations and work with student leaders of Greek President’s Council, Interfraternity Council, Panhellenic Council and Gamma Sigma Alpha Officers. Promote an academic, community and social atmosphere through these groups.</td>
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<tr>
<td>5. 10%</td>
<td>Weekly</td>
<td>Conduct regular individual meetings with the presidents of Fraternity chapters, Sorority Chapters, Interfraternity Council, Panhellenic Council, Gamma Sigma Alpha and Student Organizations. Provide appropriate input for member management, officer training, program development, positive events, and risk management efforts.</td>
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<tr>
<td>6. 10%</td>
<td>Ongoing</td>
<td>Communicate and work closely with safety &amp; security, maintenance, custodial, and housing. Serve as the liaison with these departments to Student Organizations, Interfraternity Council, Panhellenic, and Greek Life. Communicate with the Panhellenic National office, Fraternity and Sorority national organizations and traveling consultants. Serve as a liaison between Student Organizations, Fraternity Life, Sorority Life and the Student Affairs Division.</td>
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<tr>
<td>7. 5%</td>
<td>As Needed</td>
<td>Serve as a judicial coordinator and mentor for Greek Life and student organizations. Process information reports, investigate violations, and make sanction recommendations.</td>
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<td>8. 5%</td>
<td>Annually</td>
<td>Prepare annual operational budget requests for student involvement programs, and monitor general ledger accounts. Monitor budgets for Student Activities, Interfraternity Council, Panhellenic Council, Gamma Sigma Alpha, and Fraternity House Programming.</td>
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<tr>
<td>9. 5%</td>
<td>Ongoing</td>
<td>Provide opportunities for faculty and staff to be involved with student organizations and</td>
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</table>
campus activities. Improve the student experience through Student Activities by collaborating with stakeholders including current students, prospective students/families, campus departments, alumni, the Student Affairs Division and the community.

10.  5%  Ongoing  Perform other duties as needed in the Division of Student Affairs.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor’s degree (B. A.) from four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
3. Ability to write routine reports and correspondence.
4. Ability to speak effectively before groups of students, members of the community, faculty, or staff of the college.
5. Ability to effectively communicate, both orally and in writing, information to schedule facilities and set-up, coordinate activities, and so forth.
6. Ability to establish rapport with a variety of people in a professional and positive manner.
7. Ability to keep all matters regarding students confidential.
8. Ability to use a computer system and software for communicating information by preparing and distributing information.
9. Ability to be flexible to cover student service events.
10. Ability to effectively present information and respond to questions from groups.
11. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and area.
12. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
13. Ability to deal with problems involving several concrete variables in standardized situations.
14. Ability to provide program contracting, student orientation programs, student activities, and so forth.
15. Ability to work effectively with people, specifically a diverse student population, and the over-all campus community.
16. Ability to perform administratively by making decisions, implementing policies, and maintaining a budget.
17. Ability to influence campus activities and events in the direction of increased awareness of diversity, multi-cultural, health, and gender issues.
18. Ability to maintain working knowledge and conducting research to the field of college student activity programs through continued professional development.

SUPERVISORY RESPONSIBILITIES:
Directly supervises four Fraternity House Directors. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop or kneel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.