DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Fraternity House Director/Greek & Student Activities Operations Coordinator  DEPARTMENT: Student Affairs

DATE: April 1, 2016  SCHEDULE: Regular, Full-time, 12 month, M-F

REPORTING SUPERVISOR: Director of Greek Life and Student Activities  FLSA: Exempt-Admin  IPEDS: 39

JOB FUNCTION:
This position involves duties associated with residential and student activities functions within the Student Affairs Division including: direct, live-on oversight of operations for fraternity residential facilities; coordination of the Greek and Student Activities Operations in developing procedures, initiatives, and services that encourage student involvement and satisfaction; and support of other housing processes and retention programs.

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>Direct, live-on supervision of fraternity residential facilities, including corresponding with students concerning housing matters, serving as a liaison between the students and administration, and the general and specific conditions of the house, rooms, and common areas. Corresponds with the Housing Office and Facilities Department concerning maintenance repair requests, work orders and following proper procedure.</td>
</tr>
<tr>
<td>2. 25%</td>
<td>Ongoing</td>
<td>Oversees general Greek operations as well as Student Activities operations to promote student development and support events, activities, and initiatives. Oversees policy development and implementation, social event process, student training and education, safety and risk management initiatives and complete regular assessments/evaluations. Fiscally responsible for Fraternity Residential Programming account.</td>
</tr>
<tr>
<td>3. 20%</td>
<td>Ongoing</td>
<td>Assists with the general and administrative functions for fraternity residential facilities including: the opening/closing of the residences for all break periods; social and educational programming in residential areas which fosters student safety, community engagement, and academic success; input to use in making policy decisions and implementation of policies and programs initiated from the Student Affairs Division; administering Health &amp; Safety Checks for all residential units; and maintaining employee training and operational manuals. Maintains administrative and informational records.</td>
</tr>
<tr>
<td>4. 15%</td>
<td>Ongoing</td>
<td>On-call responsibilities and Fraternity Quad management/monitoring as required in coordination with the Residence Life staff. Collaborates and regularly communicates with Security and Springfield Police Department, supports student safety training, encourages chapter to follow appropriate policies and applicable laws, manages appropriate resolutions to emergency situations, submits information reports, assists with incident investigations and refers at-risk students to appropriate office.</td>
</tr>
<tr>
<td>5. 10%</td>
<td>Ongoing</td>
<td>Serves as a liaison and resource for students of the fraternity residential facilities. Supports the university’s philosophy and its policies; represents the university in a positive manner. Meets individually with residents as needed for personal, academic, or discipline issues. Serves in a judicial capacity for residents, chapter and Greek Life and assists in conflict resolution. Educates staff and students to self-enforce policies and respect the rights of others through community standards. Attends chapter and/or officer meetings as needed to provide appropriate input, support and suggestions. Serves as liaison for stakeholders to promote involvement and collaboration with Fraternity Life.</td>
</tr>
<tr>
<td>6. 5%</td>
<td>Ongoing</td>
<td>Supports and contributes to the Division of Student Affairs by participating in regular meetings, assigned projects and tasks, professional development opportunities and serves on other departmental and staff committees as assigned.</td>
</tr>
</tbody>
</table>

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 required. 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, present information, answer questions and establish rapport with groups of customers or employees of organization.
5. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area and volume.
6. Ability to use a computer system and software for communicating information by preparing and distributing information.
7. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
8. Ability to deal with problems involving several concrete variables in standardized situations.
9. Must live on campus in student housing facility.
10. Ability to perform administratively by making decisions, implementing policies, and maintaining a budget.

**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 talk, hear, stand, walk, sit, and use hands. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

**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. The noise level in the work environment is usually moderate.