

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

Job Title: ASSISTANT DIRECTOR, STUDENT ACTIVITIES, GREEK LIFE, AND LEADERSHIP
Department: STUDENT ACTIVITIES/STUDENT LIFE
Salary Guideline: MINIMUM \$27,379 – MAXIMUM \$56,857
Exempt (Y/N): YES
Supervisor: DIRECTOR, STUDENT ACTIVITIES

SUMMARY: The Assistant Director is responsible for the development, administration and evaluation of the Greek Life and Leadership programs. The Assistant Director will work to ensure that Greek Life and Student Leadership programs are consistent with the mission and goals of Student Affairs and the University, and contribute to the quality of student life. Duties include implementing programs that enhance academics, embracing expansion and support of leadership development initiatives, risk management, community service, and coordination of the University's Greek Life.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervise all systems and processes related to the University's 22 social Greek organizations, including, but not limited to, organization recognition, governance councils, chapter advising, new/active membership education, Greek life programming, campus/community partnerships, risk management, and serving as a liaison with national offices.

Provide leadership for the establishment and coordination of broad based student leadership programs and services (including trainings, workshops, conferences, resources, and new initiatives congruent with the University mission).

Continue expansion of leadership development, risk management, and community service initiatives.

Manage the HuskyLead program, a self guided leadership program for all students.

Coordinate the collaboration of leadership efforts across campus.

Manage University's Greek standards.

Advise Greek organizations in the development of publications.

Serve as an advisor for Interfraternity Council and Panhellenic Council.

Advise and support Greek, community service, and leadership activities and programs.

Advise in the development of publications and/or press releases concerning Greek life and/or student leadership.

Participate in risk-reduction education and programming.

Assist in the planning and coordination of University traditions such as Homecoming and Welcome Week.

Assist the Interfraternity Council with planning and implementation of K-Day.

Act as a student advocate, providing personal advice and appropriate referrals to students seeking assistance.

Manage the Values Integration Awards Program (VIAP) awards and assessment program for fraternities and sororities.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervision is exercised over professional and student staff.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

REQUIRED:

Bachelor's degree in student personnel or a related field, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

One year professional experience at a college or university (graduate and/or undergraduate) in student personnel services, which may include graduate student experience with Greek Life, Leadership or Student Activities Programming.

Student leadership and/or community service.

Excellent interpersonal and oral/written communication skills.

Basic computer and software competency.

Experience advising student groups.

**ASSISTANT DIRECTOR, STUDENT ACTIVITIES, GREEK LIFE, AND LEADERSHIP -
STUDENT ACTIVITIES/STUDENT LIFE**

EDUCATION and/or EXPERIENCE:

DESIRABLE:

Master's degree in student personnel or a related field, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Experience with programs such as Greek formal recruitment, risk management, and academic intervention.

Experience in educational programs directed at student development in higher education.

Experience in student event programming (conferences, speakers, dinner/dances).

Experience with The LeaderShape® Institute.

Experience in assessment of educational outcomes in Greek life and/or student life.

Experience with web-based applications and/or desk-top publishing.

Experience advising fraternities and sororities.

Commitment to the fraternal values movement as evidenced by membership in the Association of Fraternity/Sorority Advisors (AFA).

OTHER SKILLS AND ABILITIES:

REQUIRED:

Demonstrated ability to creatively plan, organize and execute complex events.

Demonstrated teambuilding and networking skills.

Demonstrated understanding of student development theory and a commitment to student success.

Evidence of commitment to enhancement of diversity.

Demonstrated ability to work effectively with students, faculty and staff.

Demonstrated willingness to work evening and weekend hours.

Demonstrated skill at developing and delivering co-curricular educational programs.

Demonstrated ability to function effectively in stressful work environments.

OTHER SKILLS AND ABILITIES:

DESIRABLE:

Demonstrated knowledge and expertise of today's students and ability to steer program priorities using institutional strategic planning directives.

Experience being a goal-oriented, charismatic, self-disciplined, willing risk-taker with a genuine interest in the success of all students.

Demonstrated knowledge of the latest in computing and technology for the student affairs area.

A positive attitude towards innovation and creativity, and a sense of humor.

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, Gender Identity, National Origin, Height, Weight, Age, Veteran, or Marital Status.