

Position Description

Position Title: Director of Greek Life and Asst. Director of Student Union Life

Classification: unclassified

Function of Work: Primarily responsible for supervision and programming the Student Government Association, also assisting the Director of Student Activities and Director of NSU Greek System

Supervision Received: Executive Director of Student Union Life

Supervision Exercised: Student workers and Graduate Assistants

Qualifications: Master's Degree with experience in Higher Education, administration. Experience with Greek life and Student Government desired.

Responsibilities

- Oversee the supervision, monitoring, and advice of the Student Government Association and Greek Life.
- Oversee programming for both SGA and Greek Life
- Oversee recertification/creation of RSO's through the ORGSYNC Program. In addition, will be responsible for growing the use of ORGSYNC within the current RSO's
- Oversee for planning, promoting, implementing, and evaluating Sorority Recruitment, NSU Greek Week, and Greek Life Risk Management. Prepares and disseminates materials
- Responsible for development of strong Greek Life Program at NSU and oversees all Greek Councils
- Instructor for University Studies Classes
- Oversee Organizational Relief Fund (ORF)
- Oversee for creating, and implementing as funds allow, a Friedman Student Union branding plan. This will include the Student Life Website and any social media outlets
- Supervise student workers and Graduate Assistants. Assist with paperwork/payroll
- Attend weekly meetings of the Student Programming Committee and serve on university committees as assigned and attends designated Student Life events
- Assist the Dean of Students with revisions to the Student Handbook
- Assist with Student Union day-to-day operations
- Participate in position-related professional development by pursuing a higher degree, continuing education, or attending conferences and workshops
- Assist Director of Student Activities with cultural diversity programming
- Perform any other duties as assigned by the Executive Director of Student Union Life