



POSITION DESCRIPTION

Department: Student Leadership & Involvement Center (SLIC) **Position Reports To:** Director, SLIC
Working Title: Coordinator of Fraternity & Sorority Life **Classification:** Student Services Professional III
Job Code: 3084 **Range Code:** 1
Time Base: 1.0 (Full-Time) **Exempt or Non-Exempt:** Exempt
Position Number: 00002939 **Last Update:** 03/13/2023
Union / Unit (if applicable): Academic Professional of California (APC) / Unit 4

PURPOSE OF POSITION:

Under the leadership of the Director, Student Leadership & Involvement Center (SLIC), the Coordinator will be primarily responsible for the development of student services/programs, which support and enhance the educational experience for students particularly in the area of fraternity and sorority life. The coordinator will provide structure and program advising support to campus recognized fraternities and sororities and will serve as the campus' primary point of contact for all stakeholders regarding fraternity and sorority life. This position will work to ensure that the direction of the Fraternity and Sorority community is consistent with the mission of the university, division and department and Pillars of Fraternity & Sorority Life while contributing to the overall quality of campus life. The incumbent will enhance and further develop the unique fraternity/sorority community at CSUSM. The coordinator will serve as the primary advisor for the Greek Leadership Council (GLC), Interfraternity Council (IFC), Multicultural Greek Council (MGC), Panhellenic Council (PC), as well as Greek Ancillary Organizations and work directly with chapter and council leaders to develop programming that enhances the fraternal experience on campus and portrays a positive image of CSUSM to the community. The coordinator will have independent responsibility for handling a variety of complex and sensitive issues related to student conduct, policy violations, and emergency situations as related to fraternity and sorority life. The incumbent will plan and implement programs and initiatives based on campus assessments and student feedback in order to increase student engagement through campus leadership opportunities. The coordinator will conduct continual program improvement through assessment, research of best practices, and critical observations and evaluation of student trends. The coordinator will provide direction and advisement to the community as it goes through expansion/extension. The coordinator will assist with other Student Leadership & Involvement Center (SLIC) services and programs while providing leadership and collaboration for the continual development and growth of SLIC and the campus.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Program and Service Planning, Development, Implementation and Coordination	70%
2. Administrative and Fiscal Development Coordination	20%
3. Contributions to and Leadership of Campus Committees and Initiatives	10%

LIST OF DUTIES FOR EACH MAJOR RESPONSIBILITY:

1. **Program and Service Planning, Development, Implementation and Coordination**
 - Independently enhance and continue to develop a comprehensive fraternity/sorority life program. Provide advisement for the recognized Greek letter organizations and GLC, IFC, MGC, and PC. Deliver services and collaborate to implement educational opportunities that promote the growth of student involvement on campus.
 - Design, implement and evaluate educational programming for the fraternity/sorority community that is focused on diversity and the growth of a dynamic and pluralistic community.
 - Develop a strategic plan for Fraternity & Sorority Life initiatives to include both short-term and long-term goals.
 - Further enhance Fraternity & Sorority Life by supporting and further developing NPHC and/or Multicultural Greek organizations.
 - Serve as lead campus contact for all Fraternity & Sorority Life issues and concerns that arise in campus, local, regional, and national arenas.
 - Proactively engage and regularly meet with Fraternity & Sorority Life student leaders to build relationships and develop positive University relations with fraternity and sorority chapters and members.
 - Partner with local Chapter Advisors and inter/national staff to ensure effective advisement of all Greek groups. Identify problems, address concerns, discuss implications of alternative solutions, evaluate precedents and reach appropriate decisions affecting the office and the Greek and campus community.
 - Advise and support GLC, IFC, MGC, and PC and any Ancillary and Honorary Groups. Provide direction and support to council initiatives such as Greek Week, Recruitment, and Fraternity & Sorority Life Awards.

- Develop & deliver programs to educate the fraternity & sorority community, based on the Pillars, on topics including risk management, new member development, team building, academic standards, the recruitment/intake process, conduct, and social programming.
- Develop & implement policies and procedures as they relate to the campus and Greek self-governance of fraternities and sororities; coordinate the regular review and update of the CSUSM Fraternity/Sorority Handbook.
- Handle a wide variety of confidential, sensitive and risk management issues pertinent to Greek letter Organizations and SLL.
- Conduct complex, in-depth investigations of all allegations of misconduct that apply to Fraternity & Sororities as outlined by the Fraternity/Sorority Handbook and/or university policies and procedures. Collaborate with colleagues within Student Life & Leadership, Student Affairs, UPD, and Chapter representatives to adjudicate appropriately.
- Manage the review of council's policies, procedures, and bylaws.
- Maintain knowledge of current legal trends with experience in student judicial board procedures.
- Assess & respond to emergency situations as needed. Coordinate student support services to address community needs during critical incidents.
- Provide advising for students seeking guidance on event planning, student involvement, organizational leadership and development, and other student development issues that arise within Fraternities and Sororities.
- Design, educate, and enforce policies related to the development of fraternity & sorority organizations. Supervise the chapter recognition process and develop online processes that ensure accurate accounting of membership rosters.
- Review and approve council and chapter activities and events according to campus policy and procedures.
- Oversee and support councils with membership recruitment activities (coordinated recruitment efforts and verifying the eligibility of potential members) and support organizational fulfillment of university expectations for member education as outlined in the CSUSM Fraternity/Sorority Handbook.
- Develop brochures, publications, and online tools to help advance fraternity & sorority image on campus in consultation with student leaders.
- Assist in developing, conducting, and analyzing research and assessments on various aspects of sorority and fraternity life.
- As needed, facilitate, and lead the Greek Expansion/Extension Review Committee.
- Coordinate the implementation and assessment of a comprehensive leadership development program for a highly diverse group of fraternity and sorority leaders. Plan and implement programs and initiatives based on campus assessments and student feedback in order to increase student engagement in campus leadership opportunities.
- Attend local and inter/national student leader trainings/meetings/conferences when assigned to serve as the delegation advisor.
- Advocate for student involvement in university-sponsored programs and events.
- Design, implement and evaluate programs that meet the goals for individual student educational, social, and cultural skills and the development of a dynamic, pluralistic community.
- Advise and ensure enforcement of all university policies and procedures for students, some of which include posting, advertising, free-speech, event planning and promotional activities.
- Ensure appropriate policies and procedures are followed in relation to risk management awareness and education, including liability issues and protocol for student organizations, the campus, programming events, and staff involvement.

2. Administrative and Fiscal Development and Coordination

- Provide reports with recommendations and fiscal considerations to the SLIC Director as required, some of which include: an assessment of students' needs and interests; program/service tracking; program evaluations; year-end summary reports; summaries of student issues and student life trends assessments.
- Maintain appropriate Fraternity and Sorority Life records such as membership and grade rosters, event calendars, and related planning documents.
- Seek and implement methods to improve service to students, faculty and staff with an emphasis on efficiency and effectiveness, reduced paperwork and increased use of technology.
- Work as a team/staff member within SLL for other efforts, including, but not limited to: student leadership/student development, Leadership Programs, Fraternity and Sorority Life, student organization activities, campus/student special events.
- Identify, recruit, train and evaluate Graduate Interns and/or Student Assistants, as assigned or needed.
- Participate in educational training opportunities such as conferences, workshops, seminars, and appropriate courses. Enhancing professional development through involvement in appropriate professional organizations; attending management training workshops and seminars.
- Maintain organized files and records of past and current programs in computerized versions.
- Use Peoplesoft, EXCEL, MS Word and other software programs to save documents/records.
- Maintain all the fiscal budgets for major program areas and outside funding programs as assigned.
- Identify and seek outside sources of financial support for various programs such as Co-Curricular Funding, ATOD committee funding, and Instructionally Related Activity funds and other grants as necessary.
- Provide comprehensive, detailed fiscal analysis, reports, and proposals for all program and services.

- Manage the fraternity and sorority life Giving Day Campaign and Foundation account.
- Provide guidance, oversight, and signatory authority to all council budgets maintained by ASI.
- Develop and implement new fundraising initiatives including grants and other donations.

3. Contributions to and Leadership of Campus Committees

- Serve as the chair of the University Hazing Education Team and coordinate annual programming around National Hazing Prevention Week in the fall.
- Programming member of the Alcohol Tobacco and Other Drugs Committee, Graduate Assistant Supervisors, and Programming Council.
- Meet biweekly with Events and Conference Services, University Student Union, and SLIC Coordinators to review all upcoming student organization events.
- Serve as an SLIC representative in the implementation of Weeks of Welcome, Cougar Madness, and Homecoming in the fall semester by collaborating on programs involving multiple campus departments.
- Collaborate with campus partners in planning and promoting mandatory annual Sexual Violence educational programs for all fraternity and sorority members.
- Represent SLIC, provide staff support, and present Student Life content at Orientation sessions.
- Develop opportunities for various university offices, faculty, and staff to collaborate to promote the success of student organizations, leadership development programs and other events sponsored by SLIC or ASI. Serve on additional university committees as needed or assigned.

PROVIDES LEAD DIRECTION OF OTHERS

- *Graduate Interns and/or Student Assistants (as needed) 20 Hours/Week*

REQUIREMENTS OF POSITION:

1. Education and experience required

- Bachelor's degree in one of the behavioral sciences, public or business administration or related field PLUS a minimum of three (3) years of professional experience in student services programs within Student Affairs and/or Higher Education; or an equivalent combination of education and experience.
- Master's Degree in College Student Personnel, Higher Education Administration, Counseling, Leadership, or a related field is preferred and may be substituted for one year of the professional experience.

Requirements:

- i. Experience working in the area of fraternity/sorority affairs (university or national organization)

Preferences:

- i. Experience implementing and advising risk management within a college environment
- ii. Experience working with accountability and/or student conduct procedures in a college setting
- iii. Experience working with diverse students and student groups

2. Knowledge, skills, and abilities required for this position.

- Demonstrated ability to demonstrate an awareness and appreciation of the cultural diversity of the University community and establish and maintain cooperative and effective relations with University employees, students, and the public.
- Experience providing advising, leadership, and service within a highly diverse student population.
- Experience advising students individually and in groups on complex student-related matters.
- Demonstrated ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature.
- Demonstrated ability to interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze, and define the problem, draw valid conclusions, and project consequences of various alternative courses of action.
- Proven success in developing supportive, ethical relationships with students on an individual and group level.
- Demonstrated awareness of student development theories, group and community development models and leadership development frameworks applicable to a highly diverse campus community.
- Proven experience interpreting and applying appropriate laws, rules, and regulations as they apply to various Student Life & Leadership programs.
- Thorough knowledge and proven experience with policies, procedures and practices related to student leadership development, campus organizations, student government and student activities.
- Demonstrated ability to tailor leadership development and involvement efforts to the individual and community development issues facing commuter students.
- Demonstrated ability to design and implement individual and community development interventions based on assessed needs toward the realization of strategic goals.

- Experience analyzing complex situations accurately and determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature.
- Demonstrated ability to carry out a variety of professionally complex assignments without detailed instructions.
- High energy and extremely flexible.
- Must possess initiative and strong professional judgment indicative of a successful self-starter.
- Working knowledge of the principles of individual and group behavior.
- Ability to work on multiple projects at once while meeting deadlines in a fast-paced environment.
- Experience making decisions in individual case to resolve problems where guidelines and precedents do not exist.
- Demonstrated ability to gather factual and interpretive information through interviews and surveys to inform planning efforts and obtain post-delivery evaluation of services and programs.
- Experience developing budgets and monitoring expenditures related to programs, ability to make accurate calculations and develop financial reports.
- Strong “team work” experience and approach.
- Ability to implement long-range program planning to meet the needs of a quickly growing university population and campus organizational structure.
- Ability to reason logically to analyze and solve organizational, programmatic, and operational problems without immediate supervision.
- Ability to maintain confidentiality of student information and personnel situations and other information as directed.
- Ability to obtain factual and interpretive information through interviews and surveys that effectively assesses services and programs.
- Proven ability to train and motivate faculty, staff, and students in a variety of ways including public speaking, workshop facilitation, development of programmatic tools, report writing and creative use of the internet as an educational resource.
- Proven writing and editing skills must include letters, brochures, reports, proposals, publications, websites and memorandums of understanding.
- Thorough knowledge of office systems, PC computers and software programs and the ability to use a broader range of technology, systems, spreadsheets and reports to effectively perform all assigned duties.

3. List machines, tools, equipment, and motor vehicles used in the performance of the duties

- Standard office and communications equipment.
- Must be willing and able to drive a state vehicle, up to and including a 12-passenger van to drive students and staff to campus related events.

4. Unique working conditions

- This position requires a non-traditional work schedule, which will include regular evening and weekend hours with responsibilities for meetings, supervision, administrative duty, special events supervision and/or extended hours consistently through fall and spring semester.

5. Other Employment Requirements

- This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- This position is a “designated position” in the California State University’s Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. This position is required to file the Form 700 under the disclosure category: 2.
- Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Awareness and Prevention “EDU: Eliminate Campus Sexual Misconduct”.

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Greek Chapter representatives	consultation/collaboration	daily
Greek Council representatives	consultation/collaboration	daily
SLL staff	daily work	daily
Chapter advisors	consultation/collaboration	weekly
Faculty/staff advisors	consultation/collaboration	weekly
ASI staff and student leaders	consultation/collaboration	weekly
Student Affairs staff	consultation/collaboration	weekly

Administrative Services
Faculty

consultation/collaboration
consultation/collaboration

weekly
as needed

Events & Conference Services
University Student Union
Risk Management

consultation/collaboration
consultation/collaboration
consultation/collaboration

daily-weekly
daily-weekly
weekly

PHYSICAL EFFORT:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

PHYSICAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Sitting			x	
2. Standing	x			
3. Walking	x			
4. Bending (neck)	x			
4. Bending (waist)	x			
6. Twisting (neck)	x			
7. Twisting (waist)	x			
8. Crawling	x			
9. Climbing	x			
10. Reaching (above shoulder)		x		
11. Reaching (below shoulder)		x		
12. Walking on uneven ground	x			
13. Crouching				
14. Kneeling	x			
15. Balancing	x			
16. Pushing or pulling		x		

Number of hours/day
N/A 1-2 3-4 5-6 7+

17. Fine manipulation		x		
18. Simple grasping		x		
19. Power grasping	x			
20. Lifting or carrying				
A. 10 lbs or less		x		
B. 11 to 25 lbs		x		
C. 26 to 50 lbs		x		
D. 51 to 75 lbs	x			
E. 76 to 100 lbs	x			
F. Over 100 lbs	x			
21. Keyboard use			x	
22. Mouse use			x	
23. Repetitive use of hands/arms			x	
24. Repetitive use of legs/feet			x	
25. Eye/hand coordination		x		

- 26. Driving cars, trucks, forklifts and other equipment
- 27. Being around scientific equipment and machinery

Yes	No
x	
	x

MENTAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Directing others			x	
2. Writing	x			
3. Using math/calculations	x			
4. Talking				x
5. Working at various tempos				x
6. Concentrating amid distractions				x
7. Remembering names				x
8. Remembering details				x
9. Making decisions			x	
10. Working rapidly				x
11. Examining/observing details				x
12. Discriminating colors	x			

ENVIRONMENTAL FACTORS

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Inside				x
2. Outside		x		
3. Humid	x			
4. Hazards	x			
5. High places	x			
6. Hot	x			
7. Cold	x			
8. Dry	x			
9. Wet	x			
10. Extreme change of temp		x		
11. Dirty/dusty	x			
12. Exposure to gas, fumes or chemicals	x			
13. Odors	x			
14. Noisy				x
15. Working w/others				x
16. Working around others				x
17. Working alone		x		

SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator (MPP)

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director/AVP (optional)

Print Name: _____

Signature: _____

Date: _____