Job Title: Graduate Coordinator for Greek Life

Division: Student Development & Campus Life (SDCL)

Department: Greek Life | Center for Student Involvement

STATEMENT OF PURPOSE:

Reporting to the Coordinator for Greek Life, the Graduate Coordinator will provide leadership, guidance and support to the Greek-letter organizations at the University. This will include assisting fraternities, sororities and societies in meeting their goals and objectives, ensuring compliance with federal and state laws, and adherence to University and Student Government (SGA) policies, procedures and regulations. This position will assist with officer/advisor trainings, Greek Life advisement, programming and leadership training, as well as policy development. The Graduate Coordinator will be expected to fill the position from August 6, 2018 – May 18, 2019 (tentatively) for 20 hours per week (time off during winter exam/winter break and spring break)

Any questions or concerns? Contact Emily Synan, Coordinator for Greek Life at corderoe@mail.montclair.edu or call (973) 655-5485.

MAJOR DUTIES AND RESPONSIBILITIES:

- Hold and conduct consistent office hours/drop-in hours in the Office of Greek Life (20 hours per week)
- Provide leadership, guidance and support to the 43 Greek-letter organizations and their respective councils (IFC, NPHC, NALFO, MGC, Gender Inclusive, Local and Panhellenic)
- Advise three out of the six sub-councils (councils will be assigned on availability)
- Assist with the oversight of the Greek Academic Probation Program
- Event coverage, attending Greek Council, and having a strong presence at Greek events
- Assist organizations and councils with recruiting throughout the year
- Management of the Greek Life website, Hawk Sync and social media pages
- Assist with coordinating and leading Greek Life trainings, Greek advisor trainings, in-services, workshops, and programs/events (i.e. Greek Week, Banquet, etc.)
- Administrative responsibilities, including maintaining active and current records on membership, insurance policies, conduct matters, retention, community service, and scholastic achievement of all Greek-letter organizations
- As a staff member of the Center for Student Involvement (CSI), participate in evening/weekend event coverage, trainings, and staff development
- Attend local and/or national conferences that support the Greek community
- Other duties as assigned
LEARNING OUTCOMES:

- Supervision and advising experience
- Financial/budget management
- Programming experience
- Creating and implementing student trainings
- Working with University officials (i.e. upper administration, University Police, etc.)
- Collaboration with other University departments and national headquarters of organizations

QUALIFICATIONS:

- Minimum 3.0 GPA requirement
- Flexibility with weekend and night hours
- Must have 20 available hours per week from August 2018 – May 2019 (Training for position will occur before start date)
- Ability to effectively communicate with professional staff and students
- Knowledge of Greek Life community (Greek affiliation not required)
- Interest in Student Affairs career required

COMPENSATION:

- $12 per hour for 20 hours per week (~ $9,200 for full term/38 weeks)
- Professional development and Student Affairs experience

TO APPLY:

- Submit job application on Hawksync or Google Forms