



FLORIDA STATE UNIVERSITY

DIVISION OF STUDENT AFFAIRS

Oglesby Union

COORDINATOR OF FRATERNITY & SORORITY LIFE

THE POSITION

As Coordinator of Fraternity and Sorority Life, this position serves as staff member for Fraternity and Sorority Life within the Oglesby Student Union. The Coordinator of Fraternity and Sorority Life provides leadership to the Office of Fraternity and Sorority Life and is charged with oversight of at least two governing councils. The councils include the Interfraternity Council, Panhellenic Association, National Pan-Hellenic Council, Multicultural Greek Council, Order of Omega, Rho Lambda and all other umbrella organizations. This position is responsible for managing student development and leadership and providing direction in policy development and implementation.

The Coordinator of Fraternity and Sorority Life will work on a team that works closely with faculty, chapter, and alumni advisors of fraternities and sororities, as well as national organizations for the betterment of the Greek community. The successful candidate will be an innovative, collaborative, student-centered professional who is able to maintain partnerships throughout the University as well as work with a variety of constituents.

DUTIES

- Provide day-to-day advisement of at least two governing councils.
- Assist governing councils and chapters to formulate policy and solve problems that affect their members and the University.
- Interprets a wide array of University policies and procedures for student leaders, council executive board members, chapter advisors, alumni, national organization officers and parents.
- Manages and supports educational programs related to leadership development, risk management, peer and group accountability and values congruence programming through the development and evaluation of learning outcomes.
- Plan, teach and evaluate a 3-credit leadership training course (LDR 2160)
- Supervise graduate students and student employees in a fast paced environment

QUALIFICATIONS

- Bachelor's degree and a minimum of two years of experience. A Master's degree is preferred.
- Demonstrated knowledge in the areas of: student development, program coordination, student leader advisement, leadership development, and conflict management.
- Evidence of advising skills in a Greek setting, policy, and student life programming.
- Sensitivity to student needs and the ability to relate on many different levels to a diverse student, faculty, administrative, employer, parent, and community contacts this position encounters is also essential.
- Outstanding communication, writing, presentation, facilitation, and organizational skills
- Willingness to work nontraditional work hours is necessary

FLORIDA STATE UNIVERSITY – AN OVERVIEW

Combining traditional strength in the arts and humanities with recognized leadership in the sciences, Florida State University provides unmatched opportunities for students and faculty through challenging academics, cultural discovery and community interaction.

Underlying and supporting the educational experience at Florida State University is the development of new generations of citizen leaders, based on the concepts inscribed in our seal: Vires, Artes, Mores — Strength, Skill and Character.

With its impressive breadth of leading graduate, professional and undergraduate programs, Florida State University is a demanding, intellectually stimulating, yet warm and caring environment for students and faculty. Recognized nationally for its commitment to diversity, Florida State University is a national leader in the number of doctorates awarded to African-American students and in the graduation rate of African-American undergraduates. Its College of Medicine and College of Law are ranked in the nation's Top 10 for Hispanic students.

Programs in physics, chemistry, political science, psychology, criminology, public administration, library science, information, human sciences, business and law are consistently included in the top public university lists.

At the Ph.D. level, interdisciplinary programs draw on notable research faculty strengths that transcend the traditional disciplines, including neuroscience, molecular biophysics, computational science, materials science and research at the National High Magnetic Field Laboratory—home to the world's most powerful magnets.

For further information on Florida State University, please visit <http://www.fsu.edu/>.

Mission

The Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The University is dedicated to excellence in teaching, research, creative endeavors, and service. The University strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and embraces diversity.

Vision

The Florida State University will be one of the world's premier institutions of higher education, devoted to transforming the lives of our students, shaping the future of our state and society, and offering programs of national and international distinction in a climate of inquiry, engagement, collegiality, diversity and achievement.

Governance

Florida State University is administered through the collaborative efforts of statewide entities, including the Board of Governors of the State University System and the university-based entities, including the Florida State University Board of Trustees, the University administration, and, within the University, the schools, colleges, departments, centers, and institutes that carry out the University's educational, research, and public service missions. Each of the two satellite campuses, FSU-Panama City, and FSU-Panama, has a separate administrative process, as well. The powers and duties of each administrative unit are defined by the Florida Constitution, by Florida statutes or administrative rules, by the FSU Constitution, and by policies established by the University administration, college, or department. The conduct of university business is subject to the open meeting and records requirements of the Florida "Sunshine" laws, set forth in Florida Statutes Section Chapter 286.

Tallahassee

Please click on the following link to learn more about Florida's capital city: <http://www.visittallahassee.com/>

For more information regarding this position, please contact Chris Graham, Assistant Director of the Oglesby Union/Director of Fraternity and Sorority Life at ccgraham@fsu.edu or 850.644.9574.

To apply visit: <https://jobs.fsu.edu>

Application review begins in spring 2017 with the position posted until filled.

An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer. FSU's Equal Opportunity Statement can be viewed at: http://www.hr.fsu.edu/PDF/Publications/diversity/EEO_Statement.pdf