



Position Announcement Director of Sorority and Fraternity Life

The Division of Student Life at the University of Tennessee, Knoxville invites applications and nominations for the position of Director of Sorority and Fraternity Life. This is an exempt, 12 month, full-time, non-tenure track staff position.

The University: The University of Tennessee, Knoxville, is the state's flagship research institution, a campus of choice for outstanding undergraduates, and a premier graduate institution. Enrolling 27,000 students, the campus is located in the foothills of the Great Smoky Mountains and beautiful East Tennessee. As a land-grant university, it is committed to excellence in learning, scholarship, and engagement. In all its activities, the university aims to advance the frontiers of human knowledge and enrich and elevate society. The university values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity.

The Division: The Division of Student Life is comprised of over 400 staff members who serve our students through 20 departments and functions. The staff is actively engaged in the lives of our students, living and learning with them in our residence halls, student union, and other campus environments. The Division seeks candidates willing to engage, challenge, and support our students through intentional programs and services. In addition, we seek colleagues who are committed to teamwork and have a palpable passion for working with and serving all students.

The Position: The Director of Sorority and Fraternity Life is a full-time professional staff member that will work as part of an advising team that provides support and guidance to sorority and fraternity chapters and governing councils in program development and providing leadership development programs for community/chapter officers. The sorority and fraternity community at the University of Tennessee consists of 40 sororities and fraternities with a membership exceeding 4,000 students. The Office of Sorority and Fraternity Life works with four Greek councils and organizations therein (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, Panhellenic Council). Responsible for providing support to 28 sorority and fraternity houses on University property, which includes the contract process, billing and collections, inspections, and development of house directors. The Director of Sorority and Fraternity Life will serve as a key member of the Division of Student Life and Dean of Students directorial team and reports directly to the Associate Dean of Students. The Director of Sorority and Fraternity Life is responsible for the strategic direction and daily operations of the Office of Sorority and Fraternity Life, including the ongoing development and supervision of a staff of three Assistant Directors, an Administrative Assistant, and several graduate and student assistants.

Responsibilities: The Director of Sorority and Fraternity Life is responsible for, but not limited to, the following:

- **Vision** - Providing overall direction, leadership, and strategic thinking for the Office of Sorority and Fraternity Life.
- **Operations and Administration** – Overseeing the daily operations and administration of the Sorority and Fraternity Life community including implementing departmental goals based on the strategic plan, marketing and communication efforts, campus and community outreach programs, and departmental budget development.
- **Supervision** – Providing supervision, support, and professional mentorship to three Assistant Directors, two Graduate Assistants, and an Administrative Assistant, including coordination of weekly combined staff meetings, individual staff meetings, staff evaluations and feedback, professional development plans, and assisting with Division of Student Life and Dean of Students staff initiatives when necessary.
- **Programming** – Developing and implementing strategic goals and comprehensive programs that directly affect the Sorority and Fraternity community at the University. These include joint council initiatives, leadership and officer development, harm-reduction education, diversity, social justice, philanthropy, community service, and membership recruitment. Advising the implementation of sorority/fraternity community wide programs/activities, including Meet the Greeks, National Hazing Prevention Week, Panhellenic Preview, Officer Training, Recruitment and Intake, Greek Awards, etc.
- **Standards of Fraternal Excellence** – Implementing and enforcing the *Standards of Fraternal Excellence*, a guiding set of expectations governing the sorority and fraternity community that establishes a system and protocol to remain in good standing and a means to assess each chapter's programs and goals.
- **Assessment** – Overseeing a comprehensive assessment program to evaluate student learning, student development, and stakeholder perceptions and review data for constructive improvements of programs and program organization. Preparing reviews and editing various annual and periodic reports and proposals as well as relevant sections of various institutional, divisional, and departmental publications.
- **Communication** – Creating and maintaining communication with chapter advisors and (inter)national headquarters staff through e-mail updates, meetings, trainings, and web and social media. Coordinating efforts and encouraging involvement in educational programming initiatives. Ensuring all published information is current, updated regularly, and grounded in best practices.
- **Community Building** – Collaborating and serving as a resource for University of Tennessee students, parents and families, faculty, staff, and administration on topics relating to Sorority and Fraternity Life.
- **Sorority and Fraternity Housing** – Providing support to sorority and fraternity houses on University property, which includes the contract process, billing and collections, inspections, and development of house directors.
- **Sorority and Fraternity Conduct** – Assisting the Office of Student Conduct and Community Standards as they coordinate all sorority and fraternity conduct investigations to ensure the process and potential sanctions are congruent with proper procedures.
- **Expansion** – Serving as the main point of contact and assisting with the expansion process to ensure the policy and process is followed effectively.
- **Collaboration** – Working collaboratively with various offices in the Division of Student Life, Dean of Students, and other campus partners to further the mission of the Sorority and Fraternity Life. Participating in Division of Student Life and Dean of Students staff meetings to communicate business of the Office of Sorority and Fraternity Life and to stay informed of the initiatives of the Division of Student Life and Dean of Students.

- **Committees** – At the request of the Division of Student Life and Dean of Students, leading and serving on various committees and attending programs or gatherings that directly affect the Sorority and Fraternity Life community or the Division of Student Life.
- **Teaching** – Teaching a leadership studies course in the Department of Educational Leadership and Policy Studies (ELPS) for Sorority and Fraternity Leaders.

Education and Experience: Master's degree required in Student Affairs, Higher Education, Counseling, or related field. Three to six years of professional experience in higher education required and six to eight years professional experience preferred. Professional experience should include advising sororities and fraternities on a college campus, including experience working with sorority and fraternity housing, preferred.

Knowledge, Skills, & Abilities:

- Familiarity with Sorority and Fraternity Life conferences and umbrella groups;
- Experience with large formal Panhellenic and Interfraternity Council recruitment processes;
- Experience working with culturally based fraternities and sororities and National Pan-Hellenic Council chapters;
- Experience working with diverse constituencies and student groups;
- Experience advising student organizations;
- Experience with supervising, coaching, and evaluating professional-level staff;
- Experience with budget management;
- Experience with program development and implementation;
- Knowledge of assessment practices including the development of learning outcomes and producing reports;
- Strong interpersonal and listening skills, including leading presentations, organization, excellent oral and written communication, strong work ethic, initiative, event and retreat planning, supervision and management, and have the ability to make sound decisions;
- Ability to work and collaborate with internal and external constituents; foster positive and productive relationships and build strong rapport to further enhance the Office of Sorority and Fraternity Life vision and mission;
- Solid foundation in student development theory and student learning theory, and their application to professional practice in higher education and student affairs;
- Must be abreast of specific trends and issues affecting sorority and fraternity communities, including legal issues, programming, and national councils;
- Strong student advocacy skills of community building, relationships, and rapport with students and campus constituents.

Preferred Qualifications:

- Six to eight years of professional experience;
- Affiliation with an Inter/National fraternity or sorority.

Salary: The salary for this position is commensurate with experience and other qualifications and is accompanied by a standard university benefits package.

Application Process: A review of all applications will begin on January 30, 2017 and will continue until position is filled. Questions regarding the search may be directed to the Search Committee Chair, Cynthia Polk-Johnson, *Associate Dean of Students*, Division of Student Life, at cpojo@utk.edu. For full consideration, applicants must electronically submit a letter of interest,

resume, and the names, addresses and phone numbers of five references. All materials for the position should be submitted through the University of Tennessee Human Resources application system, which can be found at https://ut.taleo.net/careersection/ut_knoxville/jobdetail.ftl?job=16000000JR.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.

Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.