



Position Announcement Assistant 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 Assistant 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.

Position Summary: The Assistant Director of Sorority and Fraternity Life at the University of Tennessee, Knoxville 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, Knoxville 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). This Assistant Director will have oversight responsibility for one or two of the four councils and serve as point of contact for individual chapters.

Position Responsibilities:

- Serve as the primary advisor for one or two Sorority and Fraternity Life governing councils. (Interfraternity Council, Multicultural Greek Council, Panhellenic Council);
- Develop and maintain relationships with students by creating a sense of visibility at organization meetings, council meetings, and/or various programs on campus; by meeting individually and in groups with council and chapter leadership; by discussing fraternal

values and organization goals with sororities and fraternities; and by using students as partners to further the mission of the Office of Sorority and Fraternity Life;

- Offer educational opportunities that develop skill and enhance student's collegiate experience;
- Assist with the recruitment and selection process of elected council officers;
- Attend with students regional and national leadership development programs;
- Meet with (inter)national staff and local volunteers to discuss the goals, accomplishments, and needs of organizations;
- Coordinate the membership recruitment or intake process;
- Evaluate and assess programs for effectiveness;
- Provide oversight for the management of sorority and fraternity facilities;
- Coordinate and facilitate community public relations including but not limited to website updates, reports, publications, and media releases;
- Work in collaboration with Sorority and Fraternity Life community constituents such as advisors, headquarters representatives, parents, and University staff, and to advance the mission and values of the Office of Sorority and Fraternity Life;
- Complete other responsibilities as assigned including assistance with programs and activities throughout the Division of Student Life and assignment to University committees.

Required Qualifications:

Education: Bachelor's degree required and master's degree preferred in Student Affairs, Higher Education, Counseling, or related field.

Experience: Two years of experience advising sororities and fraternities on a college campus and/or advising student organizations 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 working with diverse constituencies and student groups;
- Experience advising student organizations;
- Knowledge of assessment practices including the development of learning outcomes and producing reports;
- 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.

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. 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.