



**DATE ISSUED:** 12/07

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator, Greek Life

### **JOB SUMMARY**

Performs a wide variety of services and programs that enhance students' knowledge, understanding and skills essential for academic success, personal development and exercise of leadership. Responsible for advising and mentoring TWU's Greek Life community and the House of Representative. Responsible for understanding, interpreting, formulating, and evaluating policies and procedures related to Greek Life and student organizations. Plans and supervises programs related to Greek Life, student organizations and student governance groups that create an environment in which the student is offered distinct leadership opportunities. Responsible for understanding, interpreting, formulating, and evaluating policies and procedure related to Greek Life and student organizations. Work is performed under general supervisions with evaluation based on results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

**Reports to:** Director of Center for Student Development

**Supervises:** Graduate Assistants and may supervise Student Assistants and Student Development Specialist II

### **PRIMARY DUTIES - May include, but not limited to the following:**

Supervises Greek Life Graduate Assistant.

Advises TWU's Greek Life community – NPC, NPHC and local chapters – in program development, implementation, leadership and evaluation.

Facilitates Greek Leadership Series.

Provides advisement, training, development, and evaluation of NPC, NPHC, NALFO, NMGC and local sororities.

Coordinates NPC Formal Recruitment and NPHC Week.

Meets weekly with local and multicultural sorority Presidents and others as developed.

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Manages the Greek Life and House of Representatives web site.  
Assesses leadership in both Greek Life and House of Representatives on a semester basis.  
Organizes the annual organization advisor dinner.  
Coordinates the Redbud Leadership awards banquet.  
Manages Greek Life and House of Representatives budgets.  
Advises the Student Government Association's House of Representatives in program development, implementation, and evaluation.  
Facilitates the registration and advisement of 100+ student organizations.  
Provides training/development for faculty/staff advisors.  
Coordinates student involvement and leadership development opportunities.  
Coordinates CSD film series.  
Plans, coordinates, implements, and evaluates student development programs and projects.  
Monitors the scholastic progress of student leaders.  
Coordinates leadership development with other departments and universities.  
Counsels students on various leadership, personal, and school related matters.  
Represents Student Development at activities and events.  
Evaluates and assesses each officer in NPC & NPHC each semester.  
Assists with the development and presentation of the annual budget.  
Evaluates current programs and develops new programs when appropriate.  
Serves on various university committees.  
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

Performs other duties as requested.

### ***EDUCATION***

Master's degree in higher education, student development, counseling, or related field.

### ***EXPERIENCE***

Three years of related work experience advising students and student groups. Additional education beyond a Master's degree may substitute for some of the required experience.

### ***REQUIREMENTS***

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the University.

***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to use a personal computer and other office equipment.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move more than 25 pounds.

***WORK ENVIRONMENT***

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors primarily in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

***SAFETY***

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

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*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***