

Position Vacancy Announcement

ASSOCIATE DIRECTOR OF RESIDENCE LIFE AND DIRECTOR OF GREEK AFFAIRS Residence Life/Student Affairs

Bowling Green State University

Position Summary

The Associate Director of Residence Life and Director of Greek Affairs, reports to the Senior Associate Director of Residence Life and has responsibility for the overall leadership and management for the University's fraternity and sorority program, including the direct supervision of the full-time and part-time Greek Affairs staff. The Associate Director of Residence Life and Director of Greek Affairs serves as the primary advisor to the Panhellenic Council, Interfraternity Council, Pan-Hellenic Council and Greek Independent Board.

Essential Duties, Tasks and Responsibilities

Select, train and evaluate Greek Affairs Staff Members

- Develop and provide training regarding being a mentor, guide, coach and trainer to Greek Affairs full-time, part-time and Graduate Student staff
- Develop and provide "train the trainer" leadership training to all to Greek Affairs full-time, part-time and Graduate Student staff
- Provide needed resources and guidance for staff to continually improve their mentoring, guiding and coaching skills and abilities in order to continually have strong healthy Greek Chapters and a strong healthy Greek system
- Meet regularly with Greek Coordinators, Greek Graduate Assistants and Greek House Director Staff
- Conduct staff performance appraisals twice a year
- Mentor, guide, coach and train all Greek Affairs full-time, part-time and Graduate Students to provide excellent support, expertise and guidance to insure that Greek Chapters are strong and to be co-advisors for appropriate components of Panhellenic Council, Interfraternity Council, Pan-Hellenic Council and Greek Independent Board
- Mentor, guide, coach and train all Greek Affairs full-time staff to mentor, guide, coach and train part-time and Graduate Student staff to provide support for each Chapter's academic success, leadership and overall growth and development
- Hire and oversee the hiring of Greek Affairs full-time, part-time and Graduate Student staff as appropriate
- Provide strong vision to lead staff that will guide, coach, mentor students, student leaders and Greek Chapter to academic success, strength of each chapter and growth of the Greek System to a goal of at least 20% of the full-time undergraduate population being Greek

Advise each of the four Greek Councils, Panhellenic Council, Interfraternity Council, Pan-Hellenic Council and Greek Independent Board, and insure all responsibilities for advising the councils are properly executed by the appropriate individuals:

- Attend Panhellenic, Interfraternity, Pan-Hellenic and Greek Independent Board Exec. Meetings
- Meet with Panhellenic, Interfraternity, Pan-Hellenic and Greek Independent Board Presidents
- Attend Panhellenic, Interfraternity, Pan-Hellenic and Greek Independent Board Cabinet meetings
- Attend major Greek Events (nights and weekends)
- Communicate with chapter advisors NHQ and National Panhellenic Conference support personnel
- Provide oversight for recruitment efforts
- Oversee the implementation of leadership development
- Explain and enforce University policy
- Administer discipline when appropriate

Administer Daily Responsibilities of Greek Affairs

- Insure strong leadership development and training for Greek membership, Greek Chapters and Greek Chapter and Council officers.
- Provide oversight for the Greek Affairs Leadership Development Program.
 - *Emerging Leaders
 - *Presidents/Executive Councils
 - *Preparation Seminars
 - *Leadership Academy
 - *Provide opportunities for students to attend undergraduate Interfraternity Institute and regional/state leadership conferences
 - *Chapter Office weekend retreats
- Insure the development and implementation of strong on-going educational programming for the Greek Chapters, including the involvement of faculty, Academic Enhancement and other experts and resources
- Oversee the continual review, revision (as appropriate) and implementation of BGSU Greek Affairs policies and procedures.
- Insure appropriate risk management education/training, policies and procedures are understood and appropriately implemented.
- Oversee the management, maintenance, and program supervision of on-campus and University Leased small group living facilities.
- Develop and maintain a positive working relationship with the various National/International Officers and Headquarters staffs.
- Conduct long range planning for Greek Affairs.
- Act as budget administrator for Greek Affairs.
- Provide personnel counseling to staff and students related to organizational management, career planning and personal issues.
- Work with individual Greek Chapters as appropriate.
- Enforce University policy and discipline when appropriate.
- Work with the Senior Coordinator of Discipline, Crisis Response and Administration and/or with Office of the Dean of Students concerning violations of the Student Code of Conduct, as appropriate
- Work with law enforcement agencies and county and municipal prosecutors related to the investigation and persecution of criminal activities involving fraternities and sororities.
- Assist the University Bursar, area merchants and national/international organizations in the collection of past due financial obligations by fraternities and sororities.
- Work with various local, state and federal agencies regarding fraternity and sorority compliance with laws and regulations.
- Develop and implement policies and agreements/contracts to insure small group living units are 100% occupied.

Serve as a member of the Office of Residence Life management team

- Serve as a member of the “Senior Staff On-Call” rotation year around.
- Appropriately respond, and mobilize staff and other resources to respond to critical situations, crises and emergencies at all times.
- Assist with the marketing initiatives and retention efforts for the Office of Residence Life
- Perform other duties as assigned

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills or Abilities

- Demonstrated knowledge and leadership of Greek Affairs and organizations
- Knowledge of Panhellenic Council, Interfraternity Council, Pan-Hellenic Council and Greek Independent, Service and Multi-Cultural Councils
- Knowledge of Greek residential facilities & operations
- Demonstrated knowledge of mentoring, guiding, coaching, advising
- Demonstrated ability to train/teach others to mentor, guide, coach, advise others in setting and accomplishing high goals

- Training and development experience
- Organization advising experience
- Knowledge of student development theory and practice with a clear ability to work well with students both formally and informally
- Experience working with faculty to further the academic mission of the institution
- Demonstrated skills and experience leading and supervising staff
- Strong organization skills
- Highly-developed administrative skills
- Crisis management experience
- Budget management experience
- Possess a team-oriented approach towards the organization and a big picture view of Student Affairs' overall mission and goals
- Excellent communication, interpersonal and presentation skills
- Demonstrated ability to handle conflict with a win/win attitude
- Demonstrated diplomatic interpersonal skills and politically astuteness without being a politician
- Demonstrated strong work ethic, with solid organization skills coupled with evidence of a successful track record of meeting or exceeding stated goals
- Demonstrate temperament and charisma required to guide the work of others, with the capacity to function as a catalyst, coach and doer
- Demonstrated crisis management experience gained in a complex environment
- Demonstrated integrity
- Basic computing experience

Minimum Qualifications

Master's Degree College Student Personnel Administration or related field, required.
 Four to seven years full-time Greek Affairs experience. Supervisory and advising experience required.
 Experience working with graduate students strongly preferred.

Salary

Full-time administrative staff position. Administrative grade level 16. Salary is commensurate with education and experience. Full benefit package available.

To Apply

Submit cover letter w/email address, resume, and contact information of 3 professional references to:

Office of Human Resources (Search L-61035)
 100 College Park Office Building
 Bowling Green State University
 Bowling Green, OH 43403-0201

Review of applicants will begin on March 28, 2008 and will continue until the position is filled.

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at: <http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.