

## **Greek Life – Student Coordinator Position Description**

The Center for Leadership & Involvement (CfLI) promotes student involvement, out-of-class learning experiences and leadership skill development as an integral part of a university education. Additionally, CfLI registers a diverse array of student organizations, and provides services, information, education, support, advising, and interpretation of university policies and procedures to assist with the development and strengthening of students and student groups. The center also sponsors several student organizations, including Student Leadership Program (SLP), Adventure Learning Programs (ALPS), Greek Life (fraternities and sororities) and the Wisconsin Singers. The Center for Leadership & Involvement is a department of the Division of Student Life.

**The Center for Leadership & Involvement is an equal opportunity/affirmative action employer.  
We promote excellence through diversity and encourage all qualified individuals to apply.**

**Job Summary:** Greek Life Student Coordinator(s) support the work of the Greek Life staff through advisement, program development and evaluation, benchmarking and assessment, strategic planning and execution, and other duties that further the advancement of the Greek community at the University of Wisconsin-Madison.

The specific responsibilities and project focus for each Student Coordinator vary with each year, as we hope to provide experiences that allow each individual to learn and explore new areas of interest while maintaining a high level of professionalism and expertise in the Fraternity and Sorority field.

### **Duties and Responsibilities:**

#### *Advising*

- Serve as primary advisor to one of the Greek Life supplemental programs/areas of focus
- Share in advisement of the governing councils and chapters as assigned

#### *Programming & Education*

- Assist in the planning and organization of programming and educational opportunities including, but not limited to retreats, council/chapter transition, officer trainings, Presidents Congress, risk prevention/harm reduction, hazing, alcohol and other drugs, new member experience, social justice, sexual assault prevention, and accountability
- Support community, council, and chapter-specific events including, but not limited to recruitment/intake, Greek Week, All Greek Awards, and meetings with students, advisors, alumni, and more

#### *Assessment & Data*

- Compile grade reports for 55+ chapters and generate community grade report
- Analyze feedback and assessment gathered at Greek programming and educational opportunities

#### *Collaboration*

- Work as a part of the Greek Life Staff to continue to develop and evaluate policies, programs, and procedures for the Greek Community
- Maintain scheduled, regular office hours
- Attend weekly Greek Life team meetings
- Support other CfLI programs and operations

### **Qualifications:**

- Must be a current graduate student of the UW-Madison
- Capacity to prioritize Greek Student Coordinator position; evening and weekend hours may be required
- Ability to establish objectives and work both autonomously and as a team member
- Ability to assess, analyze and evaluate programs and learning
- Knowledge, understanding, and commitment to the principles of student development practice, diversity, and social justice
- Greek experience not required, but basic knowledge of the Greek Community preferred
- Strong written and oral communication skills
- Proficiency with Microsoft Office products and the ability to develop other computer skills as needed

### **Compensation:**

- \$12 per hour, 15 hours per week
- This is a one year appointment ending May 2018, with the potential to extend the appointment for the next academic year upon review

### **Application Process:**

Please submit a resume, cover letter that outlines your qualifications, interest, and availability for this position, as well as three (3) references to Maggie Hayes ([maggie.hayes@wisc.edu](mailto:maggie.hayes@wisc.edu)) by April 12<sup>th</sup>, 2017.