FRATERNITY AND SORORITY LIFE COORDINATOR

POSITION OVERVIEW
The Fraternity & Sorority Life Coordinator is a professional who has specialization in fraternities & sororities (FSL) and additionally contributes to all units in the Department of Student Involvement & Engagement, including the Student Involvement Office and the Office of Leadership & Service. The FSL Coordinator serves as a department liaison to other campus departments and will lead significant programming responsibilities within FSL. The FSL coordinator serves as an advisor for one to two of the five FSL governing councils: Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan- Hellenic Council (NPHC) or Panhellenic Council (PHC), and the Fraternity & Sorority Life Programming Board and will assist with the department’s assessment initiatives. This position will also assist in the planning, implementation, and evaluation of engagement efforts and outreach initiatives.

JOB RESPONSIBILITIES OVERVIEW
- Advise and supervise assigned Fraternity & Sorority Life chartered student organizations including the Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan- Hellenic Council (NPHC) or Panhellenic Council (PHC), and the Fraternity & Sorority Life Programming Board in programming, operations, and promotions.
- Oversight for Fraternity & Sorority Life office and other office-related websites.
- Oversight for Fraternity & Sorority Life office social media accounts and lead on designing promotional and marketing material.
- Serve and participate on university committees as assigned.
- Lead presentations about Fraternity & Sorority Life at University New Student Orientation programs as well as to other groups as assigned.
- Conduct workshops for fraternity and sorority chapters in areas including event planning and risk management/reduction.
- Monitor financial transactions for assigned FSL chartered student organizations in collaboration with the Fraternity & Sorority Life Administrative Assistant.
- Attend and conduct meetings with fraternity and sorority chapter leaders as assigned.
- Active involvement in the training of student leaders including workshops and retreats.
- Assist with the planning, coordinating, implementation and attendance at assigned FSL chartered student organizations. related events.
- Attend, supervise, and advise students at local, regional, and national conferences.
- Perform other duties within the Student Involvement & Engagement, as assigned.

BENEFITS:
- Group Insurance
- Paid Leave
- Longevity Pay
- Academic Release and Tuition Support
- Retirement
- Supplemental Retirement Savings
- Wellness Programs
- Work Life & Employee Assistance Program
- Employee Discount Program
- Mother-Friendly Worksite
- For more information click here

MONTHLY SALARY:
$3,500.00 - $3,832.50
FRATERNITY AND SORORITY LIFE COORDINATOR

REQUIRED QUALIFICATIONS

- Bachelor’s Degree.
- Minimum of a two-year full time experience advising fraternities/ sororities or student organizations on a college campus or related responsibilities. (Two years as a graduate assistant equals one year of professional experience.)
- Ability to understand and interpret university policies and procedures.
- Ability to prepare clear, concise grammatically correct written/verbal communications, reports, proposals, and program evaluations.
- Ability to work effectively in crisis management type situations; knowledge of risk management as it relates to event planning.
- Experience working with students, volunteers, and/or staff of any member organizations within the IFC, NPC, and NPHC, and MGC umbrella organizations.
- Ability to establish collaborations with on-campus academic and student success departments, members of the San Marcos community; fraternity/sorority alumni, advisors, and Inter/National partners.
- Experience in programming.
- Strong interpersonal and oral presentation skills.
- Effective time management skills, including the ability to prioritize multiple tasks and adhere to time action plans.
- Ability to coordinate a variety of work activities and work as part of a team.
- Proficiency in Microsoft office software web-based communication.
- Availability to work evenings and/or weekends.

PREFERRED QUALIFICATIONS

- Master’s degree in Student Affairs or related field.
- Experience with data management with Campus Director, Chapter Builder or similar.
- Membership in a national fraternity or sorority.
- Knowledge of current student development theory topics in higher education, particularly as they relate to fraternities and sororities and retention programs.
- Proficiency in the use of social media, as it relates to the delivery of programs and services in higher education.
- Experience conducting workshops and training sessions for college students.
- Experience building partnerships and collaborating across departments in a university setting.

ABOUT TEXAS STATE UNIVERSITY

Texas State University encompasses two campuses and other locations across Central Texas and has seen the student body grow to more than 38,000 students including approximately 33,000 undergraduate and 5,000 graduate and post-baccalaureate students. This growth reflects the mission of the university to serve the citizens of Texas and to play a leading role in preparing the workforce for the coming decades. Closely mirroring the demographics of the State of Texas, 11 percent of the student body identifies as Black or African American, 39 percent Hispanic, 43 percent White, and 4 percent with another race or ethnicity. One percent of the student body is international. In addition, 96 percent of Texas State students are from Texas, coming from every county in the state. Texas State is celebrating its 10th anniversary as a Hispanic Serving Institution and ranks 13th in the nation for total bachelors degrees awarded to Hispanic students. As an Emerging Research University with a Carnegie classification of Doctoral University: High Research Activity, Texas State offers opportunities for discovery and innovation to faculty and students. For more information please visit the Texas State University website.

ABOUT THE DIVISION OF STUDENT SUCCESS

The Division of Student Success contributes to the retention, graduation, and career development of a high quality, diverse student population through a student-centered and student learning approach. We provide thoughtfully curated spaces and deliver innovative co-curricular programs and services designed to foster inclusive student involvement, engagement, and a sense of belonging.

FOR INFORMATION ON APPLYING, PLEASE VISIT JOBS.HR.TXSTATE.EDU

Texas State University is an Equal Employment Opportunity/Affirmative Action Employer. Employment with Texas State University is contingent upon the outcome of record checks and verifications including, but not limited to, criminal history, driving records, education records, employment verifications, reference checks, and employment eligibility verifications.