JOB DESCRIPTION

TITLE

Assistant Director, Leadership and Greek Life

JOB SUMMARY

The Assistant Director for Leadership and Greek Life works with students, faculty and staff in the coordination and implementation of leadership education and development programs for all TWU students. Position will perform a wide variety of duties that enhance students’ knowledge, understanding, and skills essential for personal development, and exercises of leadership. Responsible for advising and mentoring TWU’s Greek Life community, consisting of 10 sororities and 3 fraternities. Actively plans and supports Center for Student Development programs and large campus events such as the Emerging Leaders Experience, Fall Leadership Conference, O.W.L. Worships and Redbud Leadership Awards. Responsible for understanding, interpreting, formulating, and evaluating policies and procedures related to Greek Life. Develops and facilitates Greek programs, events and retreats to include: Greek Week, Greek Awards, Order of Omega Initiation, and leadership workshops. Work is performed under general supervision with evaluation based on completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director, Center for Student Development

Supervises: Graduate Assistants and Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Develops and facilitates leadership development, retreats, workshops, and training for general student population and specific student leadership groups.
- Maintains current understanding of best practices in the field of leadership and student development and engaging in continuous professional development.
- Responsible for understanding, interpreting, formulating, and evaluating policies and procedures related to the student clubs and organizations.
• Serves as one of the administrators of Pioneer Engage, an online platform for student organization management.
• Actively plans and supports student leadership programs and large campus events including, but not limited to, the Emerging Leaders Experience, Fall Leadership Conference, and Redbud Leadership Awards.
• Mentors students living on the Lead Maroon LLC floor.
• Coordinates annual Redbud Leadership Awards.
• Advises TWU’s Greek Life Community-PC, NPHC, MGC, IFC, and local chapters in program implementation and development, leadership and evaluation.
• Develops and facilitates Greek programs, events, and retreats including, but not limited to, Recruitment, Greek Week, Greek Awards, Order of Omega Initiations, and Leadership workshops.
• Advises Order of Omega, leadership honor society for fraternity and sorority members.
• Plans and coordinates PC Formal Recruitment.
• Collaborates with local alumni/ae as well as inter/national fraternity/sorority staff and officers.
• Assesses leadership and compliance through the Standards Evaluation program.
• Performs administrative tasks, including but not limited to maintaining the all Greek calendar, current rosters of all active members, appropriate records for recruitment/intake processes, and verifying good standing for potential new members.
• Assesses learning and expected outcomes for programs.

ADDITIONAL DUTIES

• Supports the Orientation program.
• Assists in total development of the Division of Student Life through participation in University, Division, and departmental committees.
• Performs other duties as requested.

EDUCATION

Master’s degree in higher education, student development, counseling, or a related field. Additional education beyond a Master’s degree may substitute for some of the required experience.

EXPERIENCE

Three years of related work experience advising students and student groups. Working knowledge and understanding of PC, NPHC, MGC, and IFC organizations and their processes. Membership in a fraternity or sorority is required.
REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

- Ability to work with a diverse population.
- Demonstrated commitment to diversity.
- Knowledge of student development theory and good practices.
- Ability to handle recurring peak periods of work, irregular hours, short deadlines, and limited staff which requires a substantial level of physical stamina.
- Ability to work occasional weekends and evening hours.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to communicate effectively – orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Experience in networking across departments and programs.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Ability to work occasional weekends and evening hours. The employee must be able to lift up to 30 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.
SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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: ____________

Employee Printed Name: __________________________

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, gender, sex, sexual orientation, 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.