



UNIVERSITY  
OF  
LOUISIANA  
*L a f a y e t t e*

# Staff Vacancy

**Position - Assistant Director for Student Engagement and Leadership EEO #SA 5-15**

**Responsibilities:**

- Advise the IFC, Panhellenic, and NPHC governing councils (specific assignment contingent on individual strengths and skill set)
- Select, train, supervise, and provide professional development/coaching for Graduate staff and interns who support the fraternity and sorority life community
- Oversee all programming sponsored by Fraternity/Sorority Life, chapters, and governing councils (Panhellenic, IFC, NPHC)
- Meet regularly with council officers, chapter presidents, chapter advisors, and Student Engagement & Leadership staff.
- Serve in an “on call” rotation with other student affairs professionals managed by the Dean of Students Office.
- Develop and execute learning outcomes and assessment plans for all fraternity and sorority life initiatives. Monitor and support chapter progress through the Greek Excellence Program.
- Advise, direct, and monitor all recruitment processes including informal and formal recruitment initiatives and MIP (Membership Intake Programs).
- Support and/or coordinate campus wide and traditional events as appropriate and ensuring participation of fraternity and sorority chapters in applicable university and departmental events.
- Coordinate plan for growth and development of fraternity and sorority community including potential addition of chapters, programming, housing, etc.
- Design and implement a comprehensive marketing plan for promoting the fraternity/sorority experience at UL-Lafayette
- Remain current in the field of fraternity/sorority advising utilizing best practices
- Night and weekend hours are required as related to specific programs and services associated with this position and the department.

**Qualifications:**

- Bachelor’s degree is required. A Master’s degree in student affairs or a related field is highly preferred.
- Undergraduate membership in a nationally recognized fraternity or sorority.
- Strong communication skills both written and oral.
- Record of demonstrated success working with college students, developing student leaders, and advising student organizations.
- Understanding of and experience with a diverse population of college students.
- Core competencies include, but are not limited to, communication, fiscal management, intercultural proficiency, planning, and student learning.

- Demonstrated success in collaborating with other departments.
- Willingness to work evenings and weekends and travel with student leaders to regional and national programming conferences.
- Proven ability to establish and maintain positive professional and mentoring relationships with college students.

### **Administrative Unit:**

The Assistant Director is part of the Office of Student Engagement and Leadership and is responsible for providing student learning and development within the fraternity and sorority life community at the University of Louisiana at Lafayette. This position has direct responsibility for the expansion, development, and administration of a strong fraternity and sorority community by working closely with 24 fraternities and sororities, advisors, national representatives, and three governing councils. This position will report to the Associate Dean of Students/Director for Student Engagement and Leadership. Approximately 75% of the position will focus on Greek Life and 25% will focus on collaborative projects and committees within the Office of Student Engagement and Leadership, and the Division of Student Affairs.

The Office of Student Engagement and Leadership exists to enhance the college experience by providing welcoming, intellectual and social opportunities that engage students in the life of the university. We do this by offering co-curricular opportunities that facilitate student development, self-governance, leadership, understanding, and citizenship in the community. The functional areas of this department, within the Division of Student Affairs, include student organizations, fraternities and sororities, the University Program Council, leadership programming, and university spirit squads.

**Salary:** Dependent on qualifications and experience.

**Starting Date:** flexible but not later than June 1, 2016

**Applications:** Review of applications will begin March 1, 2016, and may continue until the position is filled. Applicants should send a cover letter, résumé, and the names and contact information of three references to:

Qualified applicants may submit a cover letter, resume, and three references to:

Heidie Lindsey  
Associate Dean of Students  
Director of Student Engagement and Leadership  
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