Assistant Director, Student Center

Job Code 50009542

General Description
Responsible for providing leadership, academic and personal support, experience, consultation, advancement for campus activities student organizations and services to the members, officers and advisors of Greek organization and Greek governing Councils and advise and provide guidance to the Student Volunteer Connection, Off-Campus Student Services and Order of the Omega.

Examples of Duties
Provide administration for the activities of the Greek governing councils.
Advise and supervise the programming and operations of Student Volunteer Connection and Off Campus Student Services.
Organize recruiting activities.
Provide information to prospective new members.
Implement a new member orientation program.
Provide consultation and resources to Chapters developing their new member programs.
Provide educational resources and activities.
Organize and implement drug education programs for Greek community.
Organize and implement the Chapter Accreditation Program.
Provide leadership training workshops and development programs.
Organize, implement and supervise meetings.
Conduct officer transition of Greek leaders of Greek governing councils.
Collaborate with the Coordinator of Student Justice in discipline of students.
Supervise judicial cases through the Greek community and serve as appellate.
Review community complaints and maintain working relationships.
Mediate disputes.
Mentor and counsel students on personal and academic issues.
Complete semester grade reports of all registered Greek organizations.
Develop, maintain and monitor budget and expenditures for responsible programs.
Develop, plan, coordinate fundraising activities and events.
Conduct event and yearly assessment of programs and activities.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: word processing, spreadsheet, and desktop publishing software; of student development theories and practices; of university and department recruiting, supervising and evaluation polices.

Skill in: Preparing documents and evaluations, in interacting courteously, in directing the work of others, in establishing rapport with a variety of clients, motivating, mediating, and talking to
individuals and groups, problem-solving and decision making, to mediate disputes, public relations, programming trends and services, negotiation of contracts.

**Ability to:** Understand and interpret policies and procedures, contracts/riders, copyright laws, reports, charts, graphs, perform basic math, to formulate clear and concise plans and proposals, to lead and supervise staff, to give presentations.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**
Bachelor’s Degree.