Assistant Dean of Students-Greek Life

Definition of Class
This is a supervisory position in which the incumbent is responsible for providing leadership, supervision, and direction for fraternity and sorority life, student organizations, organizations advisors, staff on matters related to recruitment efforts, educational programming, budget, assessment, and risk management initiatives. This position will supervise staff, coordinate programs, consult on policies related to fraternity and sorority life, and create evaluation guidelines.

Examples of Work Performed
Selects, supervises, and trains fraternity and sorority life staff.

Provides training to staff on University policies, procedures, and guidelines, and daily work assignments.

Ensures professional development opportunities are available at the local, regional, and national level.

Coordinates the fall recruitment schedule and new member education programs for fraternity and sorority life. Serves as a liaison to university and community leaders on recruitment schedules and activities.

Coordinates facility reservations, work orders, and any additional items.

Establishes a recruitment budget, and provides oversight to fraternity and sorority leadership on budget related matters.

Prepares monthly audits and reconciliations of fraternity and sorority life budget and related student organization budgets.

Guides fraternity and sorority life community on strategic planning initiatives.

Develops and maintains programs and efforts to support scholastic excellence, build collaborative relationships with faculty, staff and students, and fraternity and sorority life community.

Consults with appropriate university departments, local departments, and others to provide educational direction to students regarding security, safety, and code compliance.

Communicates with local, district, regional, national, and international fraternity and sorority life directors and executive officers.

Writes, edits, and designs printed materials concerning the University’s fraternity and sorority life organizations.

Serves as a member of the crisis response team. Communicates with local officials, university officials, and parents on student crisis related matters

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides supervision and daily oversight to fraternity and sorority life staff.
2. Serves as budget proprietor in office.
3. Develops and coordinates training programs for Greek life students, leaders, and staff for risk and crisis
management.

4. Approves all printed marketing materials for Greek organizations.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to walk.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university in Student Personnel, Counseling, Education, Business Administration, or a related field.

AND

**Experience:**
Two (2) year of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 05/01/2015

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