



<b>Job Title</b>	<u>Assistant Director, Greek Life</u>	<b>Job Code</b>	<u>SD0716</u>
<b>Pay Plan</b>	<u>A&amp;P</u>	<b>Pay Grade</b>	<u>16</u>
<b>Union</b>	<u>Non-Union</u>	<b>FLSA Status</b>	<u>Exempt</u>
<b>Job Family</b>	<u>Student Development &amp; Enrollment Services</u>	<b>Union Code</b>	<u>0</u>
		<b>Subfamily</b>	<u>Student Involvement/ Leadership</u>

**Job Family & Subfamily Summary**

**Student Development & Enrollment Services Professionals** develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

**Student Involvement/Leadership Professionals** provide quality programs and leadership opportunities that enrich the student experience and enhance the campus environment.

**Job Summary**

Provides assists the Director in the initiation, planning, development, and implementation of community programming and education for the fraternity and sorority community.

**Representative Duties**

1.
  - Serves as the primary advisor for a governing Greek Council, Order of Omega and Rho Lambda Societies
  - Supervises graduate assistants working in the Office of Fraternity and Sorority Life
  - Assists the Director to maintain active and current records of membership, conduct matters, retention, and scholastic achievement of various councils
  - Assists the Director to collect, run, and analyze chapter grade report information each semester
  - Provides advising and support for all academic initiatives associated with Pan-Hellenic Council, Interfraternity Council, National Pan-Hellenic Council, and Diversified Greek Council each semester
  - Serves as the primary liaison to UCF Chapter Advisors and National Headquarters as it relates to community engagement as we as to the Office of First Year Experience and Office of Student Involvement for Orientation engagement
  - Oversees community service-learning initiatives, awards, recognition, and planning/implementation of the Greek Gala Banquet
2.
  - Provides oversight of Standards of Excellence recertification process for the Fraternity and Sorority Life community
  - Develops curriculum for a comprehensive new member education rights and responsibility program regarding safety and risk reduction
  - Researches and applies for Grants through UCF, local, regional, and national agencies to support leadership initiatives
  - Participates in regional and national associations in support of best practices in programming development
  - Assists with recruitment of student leaders to various Greek Councils
  - Researches and benchmarks data related statistics, prepares, generates, and disperses reports to the Director
  - Develops pamphlets, brochures, and training manuals

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
4+ years of relevant work experience 1+ years of leadership experience OR 2+ years of relevant work experience with a Master's Degree 1+ years of leadership experience		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**