



Job Title	<u>Greek Life Coordinator</u>	Job Code	<u>SD0718</u>
Pay Plan	<u>A&P</u>	Pay Grade	<u>15</u>
Union	<u>Non-Union</u>	FLSA Status	<u>Exempt</u>
Job Family	<u>Student Development & Enrollment Services</u>	Union Code	<u>0</u>
		Subfamily	<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

Assists the Director of Fraternity and Sorority Life and Fraternity and Sorority Life team in the initiation, planning, development, and implementation of a comprehensive safety and risk reduction experience for our Fraternity and Sorority community included but not limited to; student governance and safety, anti-hazing initiatives, alcohol awareness engagement, anti-violence programming, by-stander intervention, and peer to Peer accountability, Standards of Excellence recertification program, assessments, grants, and new member education curriculum development.

Representative Duties

1.
 - Under the Director of Fraternity and Sorority Life, develops and implements a comprehensive safety and risk reduction education experience Inclusive of all 4 governing councils and Greek Council.
 - Provides programmatic support regarding risk reduction to all active chapters; inclusive of Chapter Advisors, House Directors, and House Corporation volunteers
 - Participates with the Director in university partnership meetings addressing conduct matters related to Greek-letter organizations and university policy violations
 - Serves as the Fraternity and Sorority Life professional liaison
 - Collaborates and develops partnerships with UCF departments committed to recognition of Campus Safety Month programming
 - Oversees the planning and implementation of a Fraternity and Sorority Life community Hazing Prevention Week program through collaboration with the Gamma Chair of Greek Council and the University Hazing Prevention team

2.
 - Supervises, plans and implements alcohol awareness programming through collaboration with UCF Campus constituents and departments for the Fraternity and Sorority community
 - Participates as a member of the anti-violence work group committed to bystander behavior intervention education and outreach
 - Assists with development of the Standards of Excellence chapter recertification process
 - Trains professional staff regarding best practices for safety and risk management education
 - Oversees risk reduction assessment and learning outcomes
 - 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
 - Participates in regional and national associations
 - Assists with recruitment of student leaders to various Greek Councils
 - Researches/benchmarks data relates statistics, prepares, generates and disperses reports
 - Develops pamphlets, brochures, and training materials

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience OR 0+ years of relevant work experience with a Master's Degree		
Additional Requirements		

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

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.