

Class Code:..... 0123
Position # (PSA).....
Developed by:.....FC
Reviewed by:.....SG
Approved by:.....LK
Date:.....07/07

**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Coordinator, Student Life/Greek Affairs

DIVISION: Office of Student Life, Student Affairs

REPORTS TO: Dean of Students

GRADE: 11

SUPERVISES: Undergraduate and graduate student employees

BASIC FUNCTION:

Advise and supervise Greek leadership groups and individual chapters.
Develop and support programs and policies to reduce substance abuse.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Initiate and participate in activities which strengthen the leadership and membership of the Greek system (e.g., teach leadership classes, Greek Life 101).

Develop and maintain working relationships with presidents, alumni, advisors, corporations, house managers and national organizations.

Coordinate administrative functioning of Greek Advisory Committee and provide leadership and direction.

Employ technical assistance and training to strengthen and build the capacity of the Greek Advisory Committee and related constituents.

Serve as primary liaison between Greek community and University departments and staff.

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Collect and organize data, maintain detailed records of activities and prepare periodic reports.

Assist in formulating, initiating and evaluating selected environmental management strategies to reduce underage drinking, substance abuse, and negative consequences among fraternity and sorority students and their associates.

Employ social marketing and media advocacy to advance department goals.

OTHER DUTIES AND RESPONSIBILITIES:

Attend local and national meetings.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree in college student personnel or related field; three years of professional experience to include advising college student groups and/or experience with Greek letter organizations; ability to communicate effectively verbally and in writing; ability to organize, coordinate, and supervise support staff. **Preferred:** Knowledge of environmental prevention of substance abuse.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.