

POSITION ANNOUNCEMENT

JOB TITLE:	DIRECTOR OF GREEK LIFE & STUDENT LEADERSHIP
TYPE OF VACANCY:	CONTRACTUAL
REPORTS TO:	DEAN OF STUDENTS
DEPARTMENT:	OFFICE OF STUDENT AFFAIRS
<p>SUMMARY: The University is keen on creating a dynamic out-of-classroom experience for its students focusing on a holistic approach to student development.</p> <p>The Director of Greek Life and Student Leadership is responsible for the overall vision, leadership, assessment, and coordination of services and programmes for the Department. He/She will serve a pivotal role in assisting the University to enhance student learning and development through fraternity and sorority life, student engagement, leadership and cultural and community programs.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Director of Greek Life & Student Leadership, is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none">➤ Provide guidance to an undergraduate Greek population of nearly 80 students that includes 3 fraternities and 4 sororities at the University of The Bahamas (UB), particularly in the areas of risk management and harm reduction, membership recruitment/intake and education, problem/conflict resolution, and community planning;➤ Establish, disseminate and interpret University policies and procedures as they pertain to fraternity and sorority chapters and councils;➤ Work with undergraduate members of fraternities and sororities, alumni volunteers, and various university offices to execute goals and vision for the department;➤ Prepare and submit reports detailing fraternity and sorority grades, recruitment and membership statistics;➤ Develop programs and services that foster a sense of community among Greek organizations, including regular meetings of council presidents and other intra-council initiatives;➤ Supervise chapter extension and expansion, colonization or re-colonization processes;➤ Oversee leadership development programs for fraternity and sorority undergraduate leaders including Emerging Greek Leaders, the New Member Welcome/Conference, Greek Wellness Summit, Advisors Institute, Executive Leadership Conference and various council retreats;➤ Develop, in partnership with the Fraternity & Sorority Life staff, an annual review program for all Greek organizations;	

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- Attend appropriate fraternity and sorority campus events to maintain visibility and approachability;
- Provide on-call emergency support to the fraternity and sorority community;
- Lead on-going, strategic planning processes for Fraternity and Sorority Life;
- Build and sustain relationships with chapter advisors that promote development and growth of all organizations. This includes assisting with selection of advisors, educating advisors about roles and responsibilities and consulting with advisors on problems and issues affecting the Greek system;
- Work collaboratively with the Office of the Dean of Students and the Office of Student Conduct & Community Standards to assure consistency in standards within the Greek community;
- Oversee the design and implementation of comprehensive student leadership programmes and collaborate with other student development programs and academic departments across the University;
- Direct on-going leadership development and training programmes for the University of The Bahamas' Student Government Association, National Pan-Hellenic Council and National Society of Leadership and Success and all student leaders;
- Educate student groups on proper Student Governance;
- Identify best practices and implement strategies to assure full student participation and engagement in leadership programmes and activities based on student development theories and research;
- Implement skill building, goal setting and transition workshops;
- Meet regularly with student leaders, both individually and at regularly scheduled leaders meeting, to encourage active participation in programme planning and student governance and to improve communication and collaboration;
- Charter and maintain honour societies both academic and field related;
- Conduct research and benchmarking. Evaluate and assess programme and services effectiveness to understand the extent to which departmental programmes are impacting student developing, learning, engagement, and success and furthering the mission, vision and values of the Office of Student Affairs and the University;
- Manage financial resources for the President's Scholars, EMERGING Leaders, Student Ambassadors, National Pan-Hellenic Council, and National Society of Leadership and Success;
- Plan and execute UB annual Student Leadership Retreat.

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QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree required;
- Master's degree preferred in Higher Education Administration, College Student Affairs;
- Organizational Leadership, Counselling or other related field;
- Minimum of 3 years of experience in Fraternity and Sorority Life;
- Minimum of 5 years of experience in Student Leadership/Development.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must be an excellent speaker who is able to address large groups with sustained high motivation and energy level;
- Must have strong people and organizational skills, flexibility and the ability to multitask;
- Must have a positive attitude, enjoy working with people and have passion for helping others achieve optimal performance;
- Excellent organizational, time-management, and problem-solving skills;
- Knowledge of best practices in creating and delivering prevention or harm reduction programs to undergraduate fraternity and/or sorority members;
- Demonstrated understanding of student development theory in practice;

To ensure full consideration, interested candidates should submit the following items via email to the address given below with the subject *Director Of Greek Life & Student Leadership*:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf);
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- Copy of a valid Driver's License;
- Copy of Voter's Card;
- At least three (3) written, professional references.

Submit all electronically to:

Email: hrapply@ub.edu.bs

Attention: **Vice President, Human Resources**

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Please visit our website at www.ub.edu.bs for more information about the University and to access the University's Employment Opportunities.

Salary Scale	CONTRACTUAL
Date Published	
Application End Date	
Date to be Removed	
<i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Director of Greek Life & Student Leadership.</i>	