



T H I N K J U S T I C E

## Website Posting Announcement

**Title:** Coordinator of Student Involvement & Leadership and Greek Life  
**Reports to:** Dean of Student and Residential Life  
**Post Date:** March 8, 2010  
**Close Date:** March 19, 2010

*Screening of applications will begin immediately.*

### Essential Duties and Responsibilities:

Under the direction of the Dean of Student and Residential Life, the Coordinator of Student Involvement & Leadership and Greek Life will have the following duties and responsibilities:

- Strengthen campus programs, activities, and services that enhance the quality of student life.
- Provide leadership in the areas of student government, student group advisement, campus life programming, Greek life, and student organizations
- Provide services to commuter students
- Plan events and conduct outcomes assessments.
- Develop educational and leadership programs to effectively guide the fraternity and sorority community
- outline policies and expectations to educate students/chapters regarding Greek community standards, including the implementation of risk management strategies
- Responsible for co-curricular leadership development of students through the management of the Pathfinders Mentoring Program and the training of student leaders and advisors.

### Qualifications:

Master's degree in Higher Education, Student Personnel, or a relevant field; progressively responsible experience in managing higher education student life programming and student organization activities.

Candidates will have knowledge of advising fraternities and sororities, and a commitment to shaping environments in which students are trained and mentored as campus leaders. The successful candidate must also possess strong leadership and problem-solving skills; the ability to engage in strategic planning and program/policy development; a collaborative leadership style; knowledge of student/leadership development theory, the ability to mold fraternity and sorority chapters that support student academic and personal success.

The ideal candidate will possess strong leadership and organizational skills and present evidence of excellent verbal, written, and teambuilding skills, as well as an understanding and appreciation of different cultures and student characteristics.

This is a full-time, **twelve-month** administrative position and salary is competitive and commensurate with experience.

***Candidates that do not meet the minimum qualifications for education and experience need not apply.***

**How to Apply:**

Send the following documents to: [HumanResources@philander.edu](mailto:HumanResources@philander.edu)

1. Cover letter
2. Current resume
3. Three professional letters of reference

*Philander Smith College is an equal opportunity employer and does not discriminate applicants or employees based on their age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.*