

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Coordinator
Fraternity/Sorority Affairs
Office of the Dean of Students
Regular Full-time Position
Position Number 453000**

General Description

The Coordinator for Fraternity/Sorority Affairs is under the general supervision of the Dean of Students and provides oversight, advising support and organizational development opportunities for all registered students affiliated with social/social service fraternities and sororities. The Coordinator assists affiliated member organizations with planning and implementation of programs/services designed to enhance and encourage participation in all University Greek life events and to aid/support the recruitment and retention of affiliated members.

Primary Duties and Responsibilities

- Serve as advisor to the Interfraternity Council, Panhellenic Council and National Pan-Hellenic Council, Inc., and their respective executive boards.
- Serve as advisor to Order of Omega Greek Honorary, Rho Lambda National Women's Honorary and Gamma Sigma Alpha Greek Academic Honorary.
- Assist in the coordination of formal and informal recruitment efforts for Greek umbrella organizations.
- Conduct enforcement and education of University policies and guidelines, as well as municipal, state and federal laws to constituent groups.
- Coordinate educational programming for Greek life to include New Member Symposium, educational retreats for Greek umbrella organizations, Greek life speaker series and Senior Reflection program.
- Provide oversight and direction of all expansion efforts associated with the Interfraternity Council, Panhellenic Council and National Pan-Hellenic Council, Inc.
- Conduct educational programs associated with recruitment, risk management and budgeting/finance for undergraduate chapters of Greek organizations.
- Plan, prepare and execute involvement with regional and/or national leadership conferences.
- Conduct annual training seminar for volunteer advisors of (inter)national fraternity/sorority chapters.
- Plan and implement Greek academic recognition ceremony annually.
- Assist Greek letter social/social service organizations in planning, analysis, development and implementation of short- and long-term goals.
- Work in conjunction with the Dean of Students in communicating the purpose and mission of the fraternity/sorority experience.
- Design and develop brochures, publications, articles, advertisements, etc., to enhance fraternity/sorority life on campus.
- Coordinate the promotion of fraternity/sorority affiliation through activities associated with the recruitment and retention of new students (i.e. Summer Welcome, Orientation, AP Days, etc.)
- Serve as the University's representative in communicating with (inter)national or regional representatives of social/social service Greek organizations.
- Maintain all records related to social/social service Greek organizations and for monitoring Greek event planning and risk management.
- Provide recommendations to the Dean of Students on changes, additions or deletions to the Code of Student Conduct as it pertains to Greek organizations.

Primary Duties and Responsibilities continued

- Assist with the revision/oversight of all organizational documents pertaining to the Interfraternity Council, Panhellenic Council or National Pan-Hellenic Council, Inc.
- Meet with fraternity and sorority representatives throughout the academic year and provide updated information pertaining to host institution.
- Attend city-wide meetings (upon invitation) of National Pan-Hellenic council, Inc., and actively participate in programming for alumni of constituents.
- Plan, in conjunction with undergraduate and graduate leadership, the annual NPHC Step Show.
- Create, distribute and collect monthly/semester reports and development plans as they pertain to social/social service fraternities/sororities.
- In conjunction and in cooperation with the Department of Residence Life/Dining Services, provide oversight for Greek Village housing.
- Conduct monthly house director training for residents of Greek Village.
- Perform other job-related duties as assigned.

Essential Functions

- Knowledge of Greek letter social/social service organizations.
- Knowledge of student development theory and philosophy.
- Knowledge of national risk management guidelines as they pertain to fraternities and sororities.
- Ability to operate a personal computer and associated software and demonstrate a commitment to using technology to support the goals/objectives of the department.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to communicate effectively and appropriately, both orally and in writing.
- Ability to maintain confidentiality.
- Ability to remain competent and current through self-directed professional reading, membership affiliation in higher education associations and attending professional development training and courses.
- Ability to establish and maintain accurate records and reports.
- Ability to effectively monitor budget and associated receipts and expenditures.
- Ability to work evening and weekend hours.
- Ability to manage multiple priorities.
- Ability to make rational, sound and ethical decisions.

Required Minimum Qualifications

- Bachelor's degree in an appropriate area of specialization.
- Two years of previous experience in activities programming and management, along with a demonstrated knowledge base of Greek letter social/social service organizations.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree in College Student Personnel, College Student Affairs, Higher Education Administration, Student Services Administration, Educational Leadership or a related field.
- Leadership or advisory experience with social /social service Greek letter organizations.
- Membership in a Greek-letter social/social service organization.

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