

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, FRATERNITY & SORORITY LIFE

Reports To: Designated Supervisor

UW Job Code: 3852

UW Job Family: 35 - Student Service Management Support

SOC Code: 25-9099

FLSA: Exempt

Pay Grade: 22

Date: 12-3-12 (revised 6-13-17; 11-22-22)

JOB PURPOSE:

Coordinate and oversee the operational, financial, and safety functions for Fraternity/Sorority Life. This includes advising on membership recruitment, training, support services, crisis management and other topics that assist in the overall success of Greek student organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Design, implement, and assess services and programs in cooperation with and for UW's Fraternity/Sorority organizations. Serve as a liaison and be the primary advisor to all Fraternity/Sorority organizations.
- Provide referrals and technical assistance to Fraternity/Sorority organizations regarding campus regulations, policies, procedures, legal and budgetary requirements, financial accountability, and programmatic issues.
- Coordinate activities or programs through the appropriate channels and ensure program safety and appropriateness of themes for student activities.
- Oversee budget and endowment activities.
- Develop and implement leadership programs to support Fraternity/Sorority organizations. Facilitate and oversee recruitment and retention of members and leadership positions.
- Provide early alert and crisis response/management.

SUPPLEMENTAL FUNCTIONS:

- Serve as part of the Dean of Students Office's front-line team by providing direct services to students.
- May serve on committees.
- Perform miscellaneous job-related duties as assigned.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

- Attend and participate in training and other professional development activity.

COMPETENCIES:

- Visionary Leadership
- Safety Awareness
- Judgment
- Influence
- Stress Tolerance
- Collaboration

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **3 years of work-related experience**

Required licensure, certification, registration, or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Student programs, activities, and events management.
- Budget monitoring and management of funding.
- Student development, programs, and activities at the college level.
- Public events safety and crowd control principles, procedures, regulations, and standards.
- General accounting principles.
- Customer service standards and procedures.
- Financial/business analysis techniques.
- Faculty/staff hiring procedures.
- Student development theory and student personnel administration.
- Student support programs and services.
- Principles and procedures of student government.
- Current and developing student retention issues in higher education.
- Communication principles, media, and marketing techniques.
- Management principles and practices.

Skills and Abilities to:

- Manage time to meet demanding multi-program/activities deadlines.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Design, prepare, deliver, and modify course curriculum and associated educational aids.
- Develop, plan, and implement short- and long-range goals.
- Budget preparation and fiscal management.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Communicate effectively, orally, interpersonally, and in writing.

- Gather data, compile information, and prepare reports.
- Foster a cooperative work environment.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Plan and evaluate programs.
- Recruit, train, supervise and motivate volunteers within area of specialty.
- Use independent judgment to manage and impart information to a range of clientele and/or media sources.
- Negotiate and manage contractual agreements.
- Plan, organize, and facilitate a range of special events.
- Utilize advertising and/or sales promotion techniques.

WORKING CONDITIONS:

Standard office environment or combination of office/gymnasium/outdoor areas. Regular exposure to video display terminals; some positions are exposed to heights and outdoor weather conditions occasionally.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.