



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
**UNIVERSITY
STUDENT UNION**

5154 State University Dr.
Los Angeles, CA 90032

Phone:
323.343.2450

Fax:
323.343.5101

Website:
www.calstatela.edu/usu

Office Hours:
Monday-Friday
8:00a.m.-5:00p.m.

The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, military and veteran status, or other status protected by state or federal regulation within the limits imposed by law.

In order to be eligible for employment with the University-Student Union, a student assistant must be officially admitted to the University and must have at least a 2.0 G.P.A.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Fraternity & Sorority Life Coordinator
Center for Student Involvement

Workweek Class: Exempt Rate: \$42,228 - \$60,024/YEAR
Work Schedule: 5/40 hours Monday-Friday
Occasional weekend and evening work required

GENERAL STATEMENT:

As a member of the Center for Student Involvement team, the Fraternity & Sorority Life Coordinator advises fraternities & sororities and is the liaison between the campus and the fraternities & sororities. The coordinator is the resource person for member organizations and student leaders including chapter management, scholarship, community service, social programming, organization and member accountability, and new member development. The Fraternity & Sorority Life Coordinator also supports campus-wide and University-Student Union programs, initiatives and committees.

RESPONSIBLE TO: Assistant Dean of Students for Wellness and Engagement and Associate Director, Center for Student Involvement

QUALIFICATIONS:

- A Bachelor's Degree in a closely related field required, a Master's Degree in higher education, student affairs or related field preferred.
- Two (2) years Greek Life experience in a student union/student life related position or graduate assistantship required.
- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff required.
- Strong oral and written communication skills required.
- Knowledge of and commitment to the principles of student development required.
- Demonstrated ability to work successfully with students, professionals and administration required.
- Creativity, high motivation, organization and coordination abilities required.
- Computer experience required.
- Contract negotiation and execution experience preferred.
- Knowledge of and skill in budgeting, fiscal management and reporting preferred.
- Experience in training and development preferred.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Provides day-to-day management of the fraternity and sorority community, including councils advisement, Information Night, Panhellenic Recruitment, Greek Week, New Member Symposium, Standards of Excellence, and related committees and events.
- Develops, implements, and evaluates programs and training to educate the fraternity & sorority community on topics including risk management, officer and new member development, team building, academic standards, recruitment/intake processes, conduct, and social programming.
- Serves as a campus liaison and maintains a positive, active, and collaborative working relationship with all community partners, including and not limited to, campus departments, chapter advisors, local alumni(ae), corporation board officers, local law enforcement agencies, and community officials.
- Assists with fraternity and sorority organization conduct investigation procedures and sanctions.
- Creates, educates, and enforces policies related to fraternity & sorority organizations.
- Develops, monitors, and adheres to a programming budget and completes administrative tasks as required.
- Develops brochures, publications, and online tools to help advance fraternity & sorority presence on campus in consultation with student leaders.
- Prepares handbooks, reports, brochures, administrative and procedure manuals for Center for Student Involvement as needed.
- Engages in campus wide, Student Life and University-Student Union programs, initiatives and committees.
- Other duties as assigned.

CLOSING DATE

Closing Date: Review of applications will begin August 28, 2017 and continue until the position is filled. A completed application, resume, and cover letter should be emailed to

jobopenings@cslanet.calstatela.edu

Click here for link to application:

https://www.calstatelausu.org/usuforms/u-su/fulltime_employment2017.pdf