

STUDENT INVOLVEMENT & ENGAGEMENT

FRATERNITY AND SORORITY LIFE COORDINATOR

POSITION OVERVIEW

Reporting to the Associate Director for Fraternity and Sorority Life, this position is directly responsible for advising one or more student governing council (IFC, MGC, NPHC, PHC) and coaching a portfolio of chapters within a community comprised of 28 chapters with over 1,800 affiliated students. The coordinator assists the FSL unit in facilitating event planning, leadership, member development, and risk management, among other topics. The position collaborates with University departments in providing resources to the fraternity and sorority community and may supervise graduate or undergraduate student workers. The coordinator serves as part of the Student Involvement and Engagement department staff and will work collaboratively on departmental signature events and play a key role in ensuring students in fraternity and sorority life organizations are connected to the involvement and engagement opportunities across the University.

JOB RESPONSIBILITIES OVERVIEW

- Advise one or more assigned FSL student governing council including the Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan- Hellenic Council (NPHC) or Panhellenic Council (PHC), and the Fraternity & Sorority Life Programming Board.
- Provide coaching for and attend and facilitate meetings with fraternity and sorority chapter leaders as assigned.
- Attend, supervise, and advise students at local, regional, and national conferences.
- Assist with the planning, coordinating, implementation of assigned FSL student governing council related events.
- Plan and facilitate workshops and retreats for fraternity and sorority chapters in areas including event planning, leadership, member development, and risk management/reduction, among other topics.
- Maintain the Fraternity & Sorority Life office-related webpages, social media accounts, and lead the creation and procurement of the units promotional and marketing material.
- Monitor financial transactions for assigned FSL student governing councils in collaboration with the unit's Administrative Assistant.
- Participate in departmental programs and projects designed to support the mission and goals of the university, division, and department.
- Serve on committees and task forces, as assigned.
- Other duties as requested or required, whether or not specifically mentioned in this job description.

BENEFITS:

- Group Insurance
- Paid Leave
- Longevity Pay
- Academic Release and Tuition Support
- Retirement
- Supplemental Retirement Savings
- Wellness Programs
- Work Life & Employee Assistance Program
- Employee Discount Program
- Mother-Friendly Worksite
- For more information click [here](#)

MONTHLY SALARY:

\$3,542 - \$3,833.33



✉ DOS-FSL@txstate.edu

☎ 512.245.5646

🌐 fsl.dos.txst.edu

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REQUIRED QUALIFICATIONS

- Bachelor's Degree.
- Professional work experience (typically one year or more) in higher education in advising, developing, coordinating, and evaluating student life programs; preferably fraternity and sorority life programs.
- Experience creating programs, workshops, retreats and/or training programs for students in a higher education setting.
- Ability to understand and interpret university policies and procedures.
- Strong interpersonal and teamwork skills.
- Strong written and oral communication skills including ability to facilitate oral presentations and prepare clear, concise grammatically correct written communications, reports, proposals, and program evaluations.
- Effective time management skills, including the ability to prioritize multiple tasks and adhere to time action plans.
- Demonstrated proficiency in the use of Microsoft office software web-based communication.
- Ability to work evenings and/or weekends.

PREFERRED QUALIFICATIONS

- Experience working with students, volunteers, and/or staff of any member organizations within the Interfraternity Council (IFC), National Panhellenic Council (NPC), and National Pan-Hellenic Council (NPHC), and Multicultural Greek Council (MGC) umbrella organizations.
- Experience with Panhellenic Council Formal Recruitment including data management with Campus Director or similar program.
- Membership in a national fraternity or sorority.
- Knowledge of current student development theory topics in higher education, particularly as they relate to fraternities and sororities and retention programs.
- Proficiency in creating and maintaining webpages and the use of social media, as it relates to the delivery of programs and services in higher education.

ABOUT TEXAS STATE UNIVERSITY

Texas State University encompasses two campuses and other locations across Central Texas and has seen the student body grow to more than 38,000 students including approximately 33,000 undergraduate and 5,000 graduate and post-baccalaureate students. This growth reflects the mission of the university to serve the citizens of Texas and to play a leading role in preparing the workforce for the coming decades. Closely mirroring the demographics of the State of Texas, 11 percent of the student body identifies as Black or African American, 39 percent Hispanic, 43 percent White, and 4 percent with another race or ethnicity. One percent of the student body is international. In addition, 96 percent of Texas State students are from Texas, coming from every county in the state. Texas State is celebrating its 10th anniversary as a Hispanic Serving Institution and ranks 13th in the nation for total bachelors degrees awarded to Hispanic students. As an Emerging Research University with a Carnegie classification of Doctoral University: High Research Activity, Texas State offers opportunities for discovery and innovation to faculty and students. For more information please visit the Texas State University website.

ABOUT THE DIVISION OF STUDENT SUCCESS

The Division of Student Success contributes to the retention, graduation, and career development of a high quality, diverse student population through a student-centered and student learning approach. We provide thoughtfully curated spaces and deliver innovative co-curricular programs and services designed to foster inclusive student involvement, engagement, and a sense of belonging.

**FOR INFORMATION ON APPLYING,
PLEASE VISIT
[JOBS.HR.TXSTATE.EDU](https://jobs.hr.txstate.edu)**

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Texas State University is an Equal Employment Opportunity/Affirmative Action Employer. Employment with Texas State University is contingent upon the outcome of record checks and verifications including, but not limited to, criminal history, driving records, education records, employment verifications, reference checks, and employment eligibility verifications.

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM