

Assistant Director of Student Activities for Greek Life

The Creighton University Student Activities Office is searching for a team member who is committed to the Catholic, Jesuit mission of educating the whole person. . . mind, body, and spirit. We are looking for a professional staff member who will share his/her gifts to impact the development of students involved in programming and student organizations. This person will serve as a living example of our mission, which states:

As educators, the Student Activities staff shares our gifts and talents to foster student growth and development. We intentionally create learning opportunities that teach and challenge students to develop, understand, and reflect upon their values, leadership skills and goals. We expect that students and staff will:

- Seek excellence from themselves and others;
- Seek and model balanced integration of academic, social, recreational, and spiritual involvement;
- Respect and celebrate the commonalities and uniqueness of all;
- Impact social change through education, reflection and service that is for and with others;
- Share their gifts with our communities for the greater glory of God.

This position will reflect the office mission through the following primary responsibilities:

ADVISE PANHELLENIC & INTERFRATERNITY COUNCILS, ORDER OF OMEGA, GREEK STANDARDS BOARD, GAMMA AND GREEK ENDEAVOR.

- Provide leadership training for Executive Boards and chapter representatives for all chapters.
- Oversee ongoing strategic planning process with IFC and PHC.
- Serve as a liaison with inter/national Greek officers, the campus community, and the public in matters of Greek life
- Assist with investigation of alleged misconduct by Greek organizations.

PROVIDE EDUCATIONAL RESOURCES AND TRAINING FOR FRATERNITY AND SORORITY OFFICERS AND FOR THE GREEK COMMUNITY

- Advise Order of Omega in the implementation of the Greek Leadership Summit and Becoming a New Members (BANG) program.
- Develop training workshops and other resources to ensure a smooth transition of chapter leadership.
- Coordinate leadership, educational, and developmental programs for the Greek community on topics such as alcohol education, risk management, community and chapter relations.
- Supervise Greek Week, Unity Week and the Greek Excellence awards program.
- Provide consultation with individual chapters and the Greek community regarding scholarship, social, and philanthropic programming.

OVERSEE GREEK LIFE ADMINISTRATION

- Manage Greek Life budget.
- Maintain Greek Life Membership and Academic Databases.
- Provide resources for overall growth of the Greek Life community.

OVERSEE FRATERNITY AND SORORITY RECRUITMENT

- Supervise publications, informational and training meetings.
- Provide overall administration of recruitment activities and statistical reports.

PROVIDE LEADERSHIP WITHIN THE STUDENT ACTIVITIES OFFICE AND THE DIVISION OF STUDENT SERVICES

- Serve on divisional teams and committees as assigned.
- Perform other duties as assigned.

QUALIFICATIONS

- Master's degree in student affairs or related field is required.
- One to two years of experience in student activities or related area is required. Evening and weekend hours are expected.
- Must be committed to the Catholic, Jesuit mission of educating the whole person.
- Excellent oral and written communication skills and the ability to work well with diverse groups.
- Background and familiarity with the Association of Fraternity Advisors (AFA) is desirable.