Job Title: Senior Coordinator, Student Organizations and Greek Life

BCAT Code: 09JU03  Effective Date: April 1, 2013
Pay Grade: G18  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Coordinates the day-to-day operations of Student Organizations, and supervises the operations of Greek Life, both functional units within the Office of the Dean of Students.

Examples of Duties
- Manages directly and oversees 360 student organizations; supervises more than 25 social Greek fraternities and sororities organized across four governing councils.
- Coordinates all aspects of the online student organization management systems, such as electronic chartering, renewing, and monitoring processes of all new and current student organizations.
- Coordinates all Student Organizations events and programming, such as fall and spring student organization fairs, and other programs that highlight and promote student organizations.
- Coordinates the new student organization approval process as outlined in the Student Code of Conduct.
- Coordinates all communication with Greek organizations national and regional offices and headquarters, such as judicial or conduct concerns, safety or security concerns, risk management.
- Coordinates the student organization late night or special event process; manages the participation of multiple University stakeholders, such as University Police, etc.
- Coordinates all Student Organizations marketing and promotion activities, such as fliers, brochures, webpages, and social media.
- Develops and facilitates training and educational programs for student organization members and leaders.
- Develops and manages the budget of the Student Organization unit.
- Supervises the Coordinator of Greek Life; provides direct and functional supervision to professional staff, graduate assistants, and student employees.

Knowledge, Skills and Abilities
- Knowledge of higher education policies and procedures.
- Knowledge of principles and practices related to student affairs administration.
- Knowledge of computer operations, such as Excel, Word, etc.
- Excellent interpersonal, communication, and organizational skills.
- Ability to make independent decisions and solve common problems.
- Ability to supervise others independently.
- Ability to manage a budget.

Minimum GSU Hiring Standards
Master’s degree in College Student Personnel Administration, Higher Education Administration, or a related field and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.