Georgia State University

Job Specification

Job Title: Coordinator, Greek Life

BCAT Code: 09JX45
Pay Grade: G16

Effective Date: June 25, 2013
Revision Date: July 1, 2013

General Description
Supports and advises the Greek student leaders and general members on educational program developments and their implementation on an ongoing basis.

Examples of Duties
• Initiates, develops, implements, and evaluates various educational, training, accountability, and recognition programs in support of leadership and organizational needs.
• Trains the Greek student organizational leaders on University compliance policies, procedures, and regulations.
• Assists in the development and implementation of Greek Housing.
• Creates and maintains the communication with chapter leaders, members and advisors via multiple media communication channels.
• Serves as the resource person to Georgia State University (GSU) students and the greater GSU community on matters related to Greek Life, such as recruitment, community service, and leadership development.
• Coordinates the efforts with faculty, staff and community organizational advisors; encourages their involvement in the program efforts.
• Provides direct and functional supervision to undergraduate student employees, graduate administrative assistants and student interns.
• Collects, analyzes, and reports information to be used for University wide reports and briefings.
• Creates and maintains ongoing assessment plans to measure student learning and outcomes.
• Performs other related duties as assigned.

Knowledge, Skills and Abilities
• Knowledge of program development and implementation practices and procedures.
• Effective time management and organizational skills.
• Excellent written and oral communication skills.
• Skilled in the handling of cultural diversity.
• Ability to manage conflicts and implement conflict resolution techniques.

Minimum GSU Hiring Standards
Master’s degree and two years of 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.