



Wingate University **Position Description**

Position Title: Assistant Director of Residence Life and Involvement (Fraternity and Sorority Life and Registered Student Organizations)

FLSA Classification: Exempt Staff

Job Summary:

The Assistant Director of Residence Life and Involvement (Fraternity and Sorority Life and Registered Student Organizations) will support the Office of Residence Life mission and serve as the primary administrator for Greek housing assignments and the daily operation of the office. This is a full-time, 12-month, exempt position reporting to the Associate Dean/Director of Residence Life and Involvement.

Primary Functions:

- Advise the College Panhellenic Council and Inter-Fraternity Council.
- Provide organizational advisement to the eight university fraternities and sororities; ensure guidelines are met and support is provided for: Scholarship, Recruitment, New Member Education, Chapter Management. Community Services, Leadership Development, Alumni Support, Social Responsibility and Risk Management
- Meet with chapter presidents and advisors on a regular basis.
- Advise the Greek Week Committee in the coordinating of the annual Greek Week activities.
- Plan and facilitate the Greek Leadership Retreat for new Panhellenic, IFC, and chapter officers.
- Oversee the budgeting and expenditures of Fraternity and Sorority Life
- Conduct assessment of the fraternity and sorority community.
- Oversee housing assignment and room changes for Greek housing.
- Ensure that all areas of Fraternity and Sorority Life and RSOs are empowering students to provide and promote learning and development through co-curricular experiences.
- Oversee the administration of Registered Student Organizations (~25)
- Facilitate the establishment of connection points to engage first year and transfer students with various organizations; cultivate new interest groups
- Encourage student and staff utilization of Org Sync software
- Oversee the registration, budgeting and tracking information for RSOs
- Maintain and appropriately allocate resources

- Continually develop leadership within the groups by offering support and training opportunities for students and advisors (recruitment and sustainability, fiscal management, programming)
- Perform other duties and responsibilities as assigned.

Minimum Requirements:

- Master's degree in counseling, student personnel, or a related field is required.
- Experience in Residence Life or Student Affairs is preferred.

Salaries and benefits at Wingate are competitive and commensurate with experience.

Please send a letter of interest, resume/CV, and contact information of three references to hr@wingate.edu.

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