Duke University
Division of Student Affairs
Position Description

Official Job Title: Student Development Coordinator
Working Title:
Job Code/Level/Family: 1225 / 10 / 33
Department: University Center Activities and Events (UCAE)
Supervisor: Dir, Student Activities
Position Status: Regular / Full-Time / Exempt
Staff Supervision: Student staff
Schedule Note: 1st shift; Evening and weekend work required regularly

**Scope of Responsibilities**
As a member of the UCAE Student Life team, the Student Development Coordinator (SDC) serves as a member of the Fraternity and Sorority Life (FSL) staff who collectively provides advising, administrative support, and leadership initiatives to 42 Greek organizations and to the four Greek Councils: Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), and the Panhellenic Association. The SDC directly advises the Panhellenic Association, attends their events/activities, and oversees the annual Recruitment process. The SDC provides leadership and direction for the Duke Greek Community Standards for all four Greek Councils. Provides leadership and direction for the day-to-day operations of the office and supervision of staff. The SDC supports the Assistant Director in the execution of educational and programmatic initiatives.

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<td>Directly advise the Panhellenic Association and attend their weekly meetings. Responsible for approval of expenditures for council and chapter accounts. Advise individual chapter officers and members. Create, enforce, and implement policy and procedural initiatives to insure safe practices in risk management and responsible decision-making. Serve as an administrative liaison to Greek alumni, families, and national headquarters/office. Code student involvement of Panhellenic women through University system (STORM)</td>
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<td>Advise Order of Omega providing direction and advisement to both the general members and the executive board, and plan the annual inductions ceremony. Provide vision and direction for FSL leadership training, including but not limited to, social decision making workshops, event planning and finance, and and other seminars aimed at supporting the Greek community. Provide advisement to the planning and execution of the Fall BBQ, FSL open house, and any major speakers/presenters/lectures offered to fraternities and sororities.</td>
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Oversee the day-to-day operations of the front desk and manage administrative processes. Hire, supervise, train, and evaluate student staff members. Delegate work tasks on behalf of FSL to student staff and review their work to insure accuracy. Provide training and support to student staff, including creating the fall and spring work schedules and adhering to UCAE Staff hiring policies and procedures. Serve as owner of all Greek Listservs. Conduct fall and spring grade checks for all four Councils.

| Perform other duties as assigned, including executing administrative projects, team assignments, and committee work. | 5 |

**General Qualifications**

- **Education**: Master’s degree required in Higher Education, Student Affairs or related field of study.
- **Experience**: Work generally requires a minimum of one year of experience in student activities, advising, student organizational support, and program planning at the undergraduate and/or graduate level with progressive levels of responsibilities. Prior experience managing student employees preferred.
- **Knowledge**: Must be familiar with Fraternity and Sorority Life umbrella groups, recruitment processes of each of the Councils, program development and implementation.

**OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE**