Duke University
Division of Student Affairs
Exempt Position Description

Scope of Responsibilities
As a member of the University Center Activities and Events Student Engagement staff, the Student Development Coordinator (SDC) serves as a member of the Student Leadership team, who collectively provide leadership programming for the entire campus, advising, administrative support, and leadership initiatives to 34 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 Student Development Coordinator (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. The SDC supports the Student Leadership team in the execution of educational and programmatic initiatives.

Duties
1. Directly advise the Panhellenic Association and attend their weekly meetings. Responsible for approval of expenditures for council account. Advise individual council officers. 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 (30%).
2. Advise 7-10 chapters across councils, based upon expertise and needs of chapters. Meet regularly with assigned chapter presidents. Maintain a breadth of knowledge across all councils and communicate regularly with Student Leadership team about chapter issues and concerns. Preferred experience in risk management, health, and wellness initiatives (25%).
3. Data management tasks for the office, such as coding student involvement of fraternity and sorority members through University system (STORM), Duke Greek Community Standards data, Duke Partnership for Service (dPS) data, fall and spring grade checks for all four Councils, and serve as owner of all Greek Listservs. Marketing and brand management including maintaining and updating Student Leadership website, managing office presence at university events such as Family Weekend, National Coming Out Day, and Orientation (20%).
4. Support, develop, and assess Student Leadership training and events, including but not limited to: Embark: Potential New Member Orientation, Greek Awards, Pilot: Sophomore Experience, New Member Educator training, Student Leadership Open House, and any major speakers/presenters/lectures offered to fraternities and sororities (15%).
5. Perform other duties as assigned, including executing administrative projects, team assignments, and committee work (10%).

General Qualifications
• Education: Master’s degree required in Higher Education, Student Affairs or related field of study.

• Experience: Work generally requires a minimum of two years 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 supervision experience required.

• Knowledge: Must be familiar with Fraternity and Sorority Life umbrella groups, recruitment processes of each of the Councils, program development, implementation, and assessment. Preferred knowledge of leadership development theories, program design, assessment and issues related to health, wellness, and risk management for the fraternity and sorority community.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE