Director of Fraternity and Sorority Life
at Kansas State University

The Fraternity and Sorority community at Kansas State University is actively searching for a Director of Fraternity and Sorority Life. The community is seeking a director who will act as a visionary and driving force of a fraternity and sorority culture that is innovative in the areas of programming, recruitment and retention, and risk management.

Kansas State University is nestled in the beautiful Flint Hills of Manhattan, KS. Manhattan, dubbed “the Little Apple,” is a thriving college town that is often recognized nationally for their ability to successfully thrive by balancing a small town feel with local flare and numerous amenities.

Job Description
Title: Director of Fraternity and Sorority Life

Status: Regular Full Time, Exempt

Salary: $60,000 - $75,000, commensurate with experience

Reports to: Center for Fraternal Excellence, Inc. (CFE)

Position Summary: The Director is responsible for directing all activities of the fraternities and sororities at Kansas State University. He/She works with students to develop, implement and assess programs and policies that support and facilitate leadership development, academic excellence, philanthropy, and social justice. The Director provides fiscal management of both the Interfraternity (IFC) and Panhellenic (PHC) councils. He/She is the primary contact for any concerns and/or issues that arise involving Greek life with students, parents, advisors, alumni, university administration, faculty and staff, and the campus community. The Director serves as a visionary leader who will be the driving force to create a Greek culture that is innovative in the areas of programming, recruitment and retention and risk management.

Core responsibilities include but are not limited to:

1. Promote and demonstrate respect and collaboration in all working relationships.
2. Advise the Greek Councils, their officers and initiatives. Know, enforce and evaluate the council’s policies and bylaws.
3. Promote the value of Fraternity and Sorority Life to prospective and current students by managing printed materials, special events, website and social media content.
4. Provide assessment for programs and student learning outcomes to evaluate the effectiveness of strategies and to gather stakeholder feedback.

5. Develop, implement and revise as necessary an ongoing strategic plan for Greek Life and its continual improvement.

6. Create and provide opportunities for recognition of student leaders and chapters in fraternity and sorority life.

7. Create and sustain partnership to assist in the development of a positive Fraternity and Sorority life community that supports Kansas State University’s 2025 Strategic Plan.

8. Advise council officers on the planning and execution of educational and leadership programs and recruitment efforts.

9. Work with house directors, chapter advisors, facility corporations and other vested alumni groups to ensure an effective flow of information and best practices.

10. Represent Fraternity and Sorority Life at university and community events as well as chapter functions.

11. Responsible for the oversight of the development of the annual budget for the Greek Councils and the Office of Fraternity and Sorority Life.

12. Provide regular and ongoing communications to regional and national headquarters and the volunteer staff of all chapters, including communications with consultants on chapter operations.

13. Lead and provide direction to the Greek Councils and any direct report(s), including establishing objectives, measuring results, and ensuring accountability and development.

**Physical demands:** May alternate between periods of sedentary and regular movement. Required to talk, hear and perform repetitive motions with hands, wrists or fingers. May involve periods of long standing or sitting. May require lifting of up to 50 lbs. May involve periods of repetitive bending, stooping, crouching or other physical exertion.

**Requirements:**

- Bachelor’s degree
- Minimum 5 years professional experience directly advising fraternities and sororities.
- 2-3 years experience with fraternity and sorority (RFM) recruitment, retention and marketing.
- Advising experience with a Greek community similar in size to Kansas State University (approximately 4,000 students).
- Experience in advising risk management and organizational judicial procedures.
- Strong working knowledge of issues relative to fraternities and sororities.
- Ability to work effectively and efficiently in crisis situations.
- Excellent oral and written communication skills, organizational and interpersonal skills.
- Detail oriented self-starter, team player and the ability to work with little supervision. Well-developed administrative skills.
- Must demonstrate highly effective speaking and presentation skills with diverse experience presenting before large or small groups.
- Computer proficiency in Microsoft Office Suite
- Attend all council meetings. Be available to attend evening and weekend activities.
- Valid motor vehicle operator’s license.
Desired Skills & Experience:

- Master’s degree in College Student Personnel, Counseling, Higher Education or related field
- Ability to implement complex programs and initiatives.
- Strong skills in advising individual students and multiple organizations.
- Experience in assessment and strategic planning

How to Apply
Submit cover letter and resume to KansasStateFSL@gmail.com. Applications must be submitted no later than May 5, 2018 in order to be considered. This position will be employed by the Center for Fraternal Excellence, Inc. (CFE), and is not an employee of Kansas State University.

About Manhattan, KS
To learn more about Manhattan, visit: https://www.manhattan.org/115/About-Manhattan