

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Associate Director for Fraternity & Sorority Life (Unclassified)

Requisition Code:

492612

Location:

Galloway – Main Campus

Job Category:

Management

Department:

Student Engagement & Community Development

Salary:

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package

Work Hours:

Varies

Posted Date:

8/9/2023

Close Date:

N/A

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin, and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.stockton.edu.

Faculty and staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Brief Job Overview/Summary:

In alignment with the strategic priorities of the Division of Student Affairs and those of the University, Stockton seeks an individual with experience advising fraternity or sorority communities, including chapter development, recruitment, expansion, risk management, and standards compliance. This individual will also provide student leader training, advise student organizations, and assist with developing leadership, cultural, and social justice programs for fraternity and sorority-affiliated and non-affiliated students. Successful candidates should demonstrate passion and commitment to diversity and inclusive student success.

Descriptions of Essential Duties/Responsibilities:

- Serve as primary advisor to all fraternity and sorority chapters and governing councils.
- Manage all aspects of the fraternity and sorority community, including but not limited to, chapter development, recruitment, expansion, risk management, and standards compliance.
- Lead the coordination of all major fraternity/sorority community-wide events (i.e., Meet the Greeks, Greek Summit, and Fraternity and Sorority Life Awards Banquet).
- Cultivate specific strategies to expand and sustain BIPOC fraternity and sorority chapters (e.g, NPHC, NALFO, Multicultural Greek Council, etc.).
- Provide ongoing training to fraternity and sorority members and advisors on topics, such as Title IX, Clery Act, federal compliance requirements, new member education, hazing prevention, alcohol education, risk management, and event planning.
- Coordinate investigations, adjudications of possible Student Code of Conduct violations related to Fraternity and Sorority Life, and follow up regarding sanctions, as needed, with the Director of Student Development.
- Provide oversight of fraternity and sorority council budgets.
- Cultivate song relationships and partnerships with fraternity and sorority chapter regional, alumni, and national offices.
- Serve as advisor to assigned recognized student organizations.
- Provide on-site support and assistance for evening and weekend programs, as needed.
- Coordinate and develop leadership, cultural, and social justice programs, in collaboration with campus partners.
- Assist in the planning and support of collaborative, University-wide programs, including New Student Orientation, Welcome Week, Grad Send-Off, University Weekend, etc.
- Serve as pre-hearing officer and/or moderator for Campus Hearing Board cases and a mediator for the Mediation and Problem Solving Program with the Office of Student Conduct, as needed.
- Directly supervise graduate coordinator for fraternity and sorority life.
- Assist in recruitment, training, and supervision of paraprofessional and graduate staff.
- Assist in the development of student learning outcomes, retention activities, and assessment projects for the Office of Student Development.
- Other duties as assigned.

Required Qualifications:

- Earned Master's degree from an accredited institution.
- 3 years of professional experience in a higher education setting.

- Experience advising fraternity or sorority communities.
- Experience implementing fraternity and sorority chapter development, recruitment, expansion, risk management strategies, and standards compliance.

Preferred Qualifications:

- Earned Master's degree in Higher Education/Student Affairs from an accredited institution.
- 3-5 years of professional experience in fraternity and sorority advising.
- Experience and success developing strategies to recruit and support the success of historically BIPOC fraternities and sororities (e.g., NPHC, NALFO, Multicultural Greek Councils, etc.).
- Previous experience in student conduct administration and crisis management in a higher education setting.
- Active membership/leadership in relevant professional organizations (e.g., AFA, NASPA, ACPA, etc.).
- Experience developing leadership, cultural, and social justice programs for members and non-members of fraternities and sororities.

Screening Information:

Screening of applications begins immediately and will continue until the position is filled.

How To Apply:

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Click [here](#) to apply. Email all necessary documentation to Stockton.same@stockton.edu.

Only electronic documents will be accepted. **Please complete the online application and include three professional references in addition to the following required documents.** All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments
- Current resume or curriculum vitae
- Unofficial graduate transcripts

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for

University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.

- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.