

**UC San Diego**  
**ASSOCIATE DIRECTOR, SORORITY & FRATERNITY LIFE**  
**Filing Deadline: Thu 3/3/2022**  
**Salary Range: \$70,000 - \$74,160 / Year**

Reporting directly to the Executive Director of the Center for Student Involvement, the Associate Director of Sorority & Fraternity Life (SFL) serves as the primary campus contact for sororities and fraternities and is a critical position that oversees advising, education, and leadership development for 45+ recognized sororities and fraternities within 4 governing councils, including the historically Black National Pan-Hellenic Council, Multicultural Greek Council, College Panhellenic Association, and Interfraternity Council.

The Associate Director supervises a team of two professional SFL Advisors & Program Managers, and one Graduate Assistant who have the direct responsibility for the advising services and the educational & co-curricular programs that support sororities, fraternities, and their governing councils in areas such as risk management, event planning, financial management, group dynamics and conflict, crisis management, membership recruitment, navigation of campus and community resources, and other pertinent topics. In conjunction with the SFL team and campus partners, the Associate Director manages the creation and implementation of training and educational programs such as hazing awareness, sexual assault prevention, alcohol and other drug awareness education, inclusivity, scholarship, risk management, community relations, and programming. The position provides support to the SFL Equity, Diversity, and Inclusion Peer Ambassador Program and work direction to the SFL Undergraduate Program Assistant. The Associate Director supports sororities and fraternities in their ability to understand and navigate institutional policies and procedures as well as complex national, state, and local policies and laws. The Associate Director builds collaborative relationships with the fraternities and sororities, chapter volunteers, (inter)national headquarters staff, the Center for Student Involvement team, the campus community, and campus and external stakeholders.

As part of the leadership team of the Center for Student Involvement, the Associate Director also takes a lead role in setting the strategic direction for the functional area and supports key departmental objectives. The Associate Director provides leadership on the SFL 5-Year Strategic Plan and oversees assessment and evaluation of programs and services within the unit. The incumbent may also serve as a department representative on various campus committees.

Utilizing advanced, specialized expertise provides direction and guidance to lower level Student Services professionals in specialized student life and development programs, and resolves the most complex cases / situations; and / or has programmatic responsibility for a discreet complex Student Life & Development function or content area.

#### **QUALIFICATIONS**

- Bachelor's Degree in Education, Student Affairs, Psychology or a closely related field and four years of professional level work in student affairs, or a related field or combination of education and experience. Master's degree preferred.
- Advanced knowledge of advising and counseling techniques. Strong advising and counseling skills essential to mediate conflict, problem-solve, and respond appropriately to student concerns and community needs.
- Demonstrated experience assessing and mitigating risk, managing complex and difficult situations involving students, fraternities and sororities, alumni volunteers, and (inter)national organizations
- Advanced knowledge of Student Affairs / Student Life specialization. Working knowledge of pertinent laws, policies, processes, and procedures that apply to fraternity and sorority life.
- Thorough knowledge of student development and leadership theory as well as best practices and professional standards related to fraternity and sorority life.
- Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance. Demonstrated supervisory experience, setting goals expectations, managing and assessing performance, and addressing performance issues.

- Advanced abilities in project management, problem identification and reasoning skills. Knowledge in the areas of crisis intervention, student conduct administration, social programming, educational training, and safety.
- Skills for developing and assessing student learning outcomes and leadership competencies.
- Knowledge of University and departmental policies, processes, and procedures.
- Advanced knowledge of common University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences. Knowledge of risk assessment principles, and demonstrated experience evaluating and managing risks in a student life environment.
- Advanced ability to develop original ideas to solve problems. Experience conceptualizing, organizing directing and advising major campus programs and identifying emerging trends in fraternity & sorority life.
- Strong counseling skills to be able to mediate conflict, problem solve, and respond appropriately to student concerns.
- Demonstrated supervisory experience and skill to routinely monitor production and quality of work being produced by staff and set performance standards, observing behavior, providing objective feedback, counseling, and implementing corrective action as needed to mediate disputes or otherwise help to resolve conflicts and to provide effective leadership/coaching/mentoring.

### **SPECIAL CONDITIONS**

- Occasional evenings and weekends may be required.
- Job offer is contingent upon satisfactory clearance based on Background Check results.
- Mandated Reporter: This position has been identified as a Mandated Reporter pursuant to the California Child Abuse and Neglect Reporting Act and requires immediate reporting of physical abuse, sexual abuse, emotional abuse, or neglect of anyone under the age of 18. It is the responsibility of the Mandated Reporter to ensure that they obtain proper training in order to fulfill their reporting responsibilities as required by the California Child Abuse and Neglect Reporting Act and University policy, and to complete and submit the required reports to the UC San Diego Police Department without delay.

Our employees enjoy competitive compensation packages and educational opportunities in a diverse, stimulating workforce.

### **This position is eligible for full benefits first day of hire:**

- a) Health/Dental/Vision Insurance.
- b) Vacation/holidays (15 vacation days & 13 paid holidays a year).
- c) Work/Life Balance.
- d) UC Retirement Plan
- e) Pet insurance.

For more information about UCSD Benefits visit <https://blink.ucsd.edu/HR/benefits/> and Work/Life visit <https://blink.ucsd.edu/HR/benefits/work-life/>.

To calculate an approximate value of the UC Total Compensation package, please click here <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/total-compensation-calculator.php/>.

Job offer is contingent on successful engagement in the UC COVID-19 Vaccination program (fully vaccinated with documented proof or approved exception/deferral).

### **Apply Online:**

<http://50.73.55.13/counter.php?id=220409>

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation. For the complete University of California nondiscrimination and affirmative action policy see: <http://www-hr.ucsd.edu/saa/nondiscr.html>