

Greek Life Assistant Advisor

(formerly a staff position)

Lawrence University

Position Description

Reports to: Director of Student Activities & Greek Life and the Assistant Director of Student Activities

Location: Warch Campus Center, 4th floor

Primary Objective: Provide support to strengthen the recognized Greek community on campus

Duties:

1. Serve as co-advisor for Greek sororities and fraternities
 - a. Maintain files and information on current Greek Organizations on campus in conjunction with the office administrative assistant.
 - b. Meet regularly with sorority and fraternity leadership to provide leadership support.
 - c. Meet regularly with Panhellenic council and Inter-fraternity council.
 - d. Assist with Greek recruitment efforts (pre-formal recruitment)
 - e. Advise in areas of event planning, programming and specific training topics.
 - f. Coordinate ongoing Greek DIE trainings and initiatives
 - g. Manage a Greek Life budget
2. Work with Greek leaders, advisors, and other campus professionals to strengthen the LU Greek system
3. Help maintain the Greek web pages and other social media presence to positively reflect on Greek Life at Lawrence.

Working Relationships:

Direct working relationship with Director of Student Activities & Greek Life and the Assistant Director of Student Activities. Frequent contact with the Dean of Students, and Student Life professional/student staffs. Frequent interaction with Greek student leaders.

Knowledge and Skills Required:

1. Comfortable working with groups.
2. Past leadership experience.
3. An appreciation for the value of the Greek experience (Greek membership not required but preferable)
4. Strong verbal and written communication skills.
5. Ability to work independently & collaboratively, exercise creativity, and pay attention to detail. Work expectation is approximately 12 hours per week, including some evenings and weekends.