Associate Director, Center for Student Involvement & Fraternity/Sorority Life  
University of South Florida

About USF

The University of South Florida is one of America's leading national research institutions and the ninth largest university in the nation. We currently have approximately 47,000 students with campuses in Tampa, St. Petersburg, and Sarasota-Manatee. The USF-Tampa is a diverse, metropolitan, public research institution. USF-Tampa enrolls over 40,000 students and houses 5,400 residents. Tampa is located on Florida’s west coast and is rich in cultural, recreational, and social opportunities. USF is an Affirmative Action, Equal Opportunity, Equal Access Institution committed to diversity.

Student Affairs at the University of South Florida is a pre-eminent organization that inspires learning and transforms the lives of students for lifelong success. Student Affairs provides learning opportunities and environments for students to discover, integrate, and apply new knowledge that increases their capacity for personal growth, responsible citizenship, and ethical leadership. Additionally, Student Affairs values a positive, holistic student-centered learning environment characterized by integrity, excellence, diversity, engagement, community advocacy and wellness.

The University of South Florida Center for Student Involvement & Fraternity/Sorority Life (CSI-FSL) is a newly redesigned and combined area at USF effective July 1, 2016 with 8 full-time professional staff, 5 graduate assistants, a part-time staff assistant, and over 35 paid student leaders. This new center empowers students to author their own experiences through diverse involvement opportunities and educational programs that engage students and leads to student academic and personal success while fostering a lifelong affinity to the university. The CSI-FSL staff provide advising, education, and outreach to students within the University community, advocate on behalf of the fraternal experience, and collaborate with alumni, campus departments, community constituents, and (inter)national fraternal organizations to drive the university and departments’ mission. This newly restructured area consists of the various programming boards, including the Campus Traditions Board (Homecoming and USF Week), Campus Activities Board, University Lecture Series, an Art Gallery (Centre Gallery), 49 fraternities and sororities, and 4 governing councils.

The Associate Director provides primary leadership and is solely responsible for the day to day advising and oversight for the greater programmatic, training, and staff development area of the Center for Student Involvement. They will lead a team of professional, graduate, and undergraduate student staff in the advising of multiple student leader program boards including a free-standing Art Gallery, the Centre Gallery, with over 25 exhibits per year, developing and implementing over 100 programs annually.

In the absence of the Director, this position has the authority and responsibility for carrying out established policies and procedures. This position develops and maintains cooperative relationships with other University departments, recognizing the University's overall mission and goals.

Specific Job Responsibilities

• Support and model the vision and goals of the Center for Student Involvement & Fraternity/Sorority Life including the development of campus traditions and increasing student involvement and engagement on and off campus.
• Provide primary leadership for all student program areas within CSI-FSL including Campus Activities Board, Campus Traditions Board, Centre Gallery, and the University Lecture Series, while directly advising one of the three programming boards.
• Implement over 100 programs annually that meet the diverse needs of the USF campus community.
• Manage approximately 51% of the $2million overall combined CSI-FSL budget.
• Lead the Homecoming Operations and Logistics Team inclusive of University Police Department, Physical Plant, Parking and Transportation Services, Alumni Association, Marshall Student Center, Environmental Health and Safety, and other University partners.
• Lead CSI-FSL’s involvement in the Week of Welcome programming schedules each semester and serve as CSI-FSL’s primary liaison to New Student Connections on all programming initiatives.
• Lead and direct the annual, mid-year, and board specific, staff and student leader training and development opportunities.
• Assess, oversee, and mitigate risk for large-scale events including the Homecoming and USF Week Concerts, comedy shows, and other special events occurring throughout the year.
• Create, develop, and lead a strategic communications and marketing plan for CSI-FSL incorporating all efforts from grassroots to social media.
• Supervise the annual undergraduate and graduate hiring processes.
• Create, enhance, and sustain collaborative partnerships with key campus organizations and departments to maximize student co-curricular involvement and success.
• Serve as a liaison to the University General Counsel on Standard Performance Agreements and other performer contracts.
• Assist the Director with strategic planning and policy development supporting the overall mission and vision of the CSI-FSL.
• Support Student Affairs initiatives by serving on committees, such as the Student Life and Experience Group (SLEG), attending events, and working with other departments to achieve the mission, values, and goals of Student Affairs.
• Supervise two, full-time, professional staff.
• Act on behalf of the Director in their absence.
• Participate in the CSI-FSL event staffing rotation.

Additional Requirements
The preferred candidate should have a Master's degree in Higher Education Administration, College Student Affairs, Counseling or related field, with 4-6 years of experience with advising students in program planning and implementation, advising student organizations, and assessment and evaluation. Previous experience working in a college or university setting with undergraduate and graduate students is strongly preferred. The ideal candidate will be knowledgeable of student and leadership development and engagement practices. This person will also have excellent customer service skills, particularly working with students and vendors, and experience with recruiting, hiring, and supervising full-time professional staff, managing budgets, and assessment. Experience working with fraternities and sororities is also preferred.

Minimum Requirements
This position requires a Bachelor’s degree, with at least five years of experience in a student/affairs/student personnel position or a Masters Degree and 3 years of exempt level related experience. Work experience may not be substituted for the Bachelor’s degree requirement for this position.

How to Apply
Priority review of applications will begin on June 27th. Applications will be accepted until the position is filled. Qualified candidates should apply on the USF website: Job ID 10463

All candidates will be required to complete an employment application and submit a cover letter, resume, and contact information for three professional references. Position is subject to a Level 2 background check.