Coordinator, 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 and 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 Coordinator reports directly to the Assistant Director. This position shares responsibility for advising and providing developmental programs, services, and resources for the fraternity and sorority community, which includes over 3000 members. This position coordinates a wide variety of administrative, educational, and program development duties in a team-oriented environment that continuously advocates for a safe and transformational fraternity and sorority experience. 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 increasing student involvement and engagement on and off campus and the development of campus traditions.
- Provide support, mentoring, and advising to individual chapters, program planning committees, and one or more of the following councils: Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or the Panhellenic Association. Assist in overall relationship and community building.
- Develop, coordinate, implement, and facilitate educational programs, services, and resources for individual students, chapters, councils, officers, advisors, and alumni.
- Administer departmental and University policies, procedures, and guidelines that apply to student organizations.
• Serve as the Interfraternal Bulls Service Break advisor and the primary liaison for the Center for Leadership and Civic Engagement for organization civic engagement opportunities.
• Assist student organization leaders in navigating and understanding the USF recognition, intake, and funding processes and expectations.
• Communicate with chapter advisors, local alumni, and (inter)national offices to garner support, services, and resources to individual chapters.
• Assess and benchmark departmental and fraternity and sorority community programs, processes, and policies, and make evidence-based recommendations for improvement.
• Promote student involvement and fraternity/sorority life through involvement presentations, showcases, and serving as a representative of CSI-FSL via University Experience presentations, Orientation, and other related outreach and awareness opportunities.
• Create, enhance, and sustain collaborative partnerships with key campus organizations and departments to maximize student co-curricular involvement and success.
• Coordinate the annual fraternal accreditation/assessment and awards processes and related ceremonies.
• Directly supervise a graduate assistant(s) and provide guidance on day-to-day responsibilities, including, but not limited to, student organization advising, program planning. Conduct performance evaluations to support professional and personal growth.
• Support Student Affairs initiatives by serving on committees, attending events, and working with other departments to achieve the mission, values, and goals of Student Affairs.
• 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 1-3 years of experience with advising student organizations, program planning, 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 assessment. Experience working with fraternities and sororities is also preferred.

Minimum Requirements
This position requires a Bachelor’s degree, with at least one year of experience in a student/affairs/student personnel position. Work experience may not be substituted for the Bachelor’s degree requirement for this position.

How to Apply
Applications will be accepted until the position is filled. Review of applications begins immediately. Qualified candidates should apply on the USF website: Job ID 10450.

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.