(PD-980) Fraternity & Sorority Equity and Inclusion Coordinator

POSITION INFORMATION

Internal Team:* SL-DOS-Frat&Sor Life Equity&Incl-142500
Job Code/Employee Classification:* SSP II
Job No: 3082
MPP Job Code:
Position Number: SSP II
Position No: SL-00009668
CSU Working Title:* Fraternity & Sorority Equity and Inclusion Coordinator
Reports To: Director, Leadership & Service
Campus:* San Luis Obispo
Division:* Student Affairs
College/Program:* Dean of Students
Department:* DOS-Frat&Sor Life Equity&Incl - 142500
FLSA Status:* Exempt

SENSITIVE POSITION

Sensitive Position: 

Job Summary/Basic Function:* The Cal Poly Leadership & Service area consists of Fraternity and Sorority Life, Clubs & Organizations, the Center for Leadership, and the Center for Service in Action, which supports the development of student leadership and service on campus and in the surrounding community. Their events and services encourage leadership skill development, leaderhip competency, assumption of leadership and service roles, and the continuation of service to one's community after graduation.

Under the supervision of the Director for Leadership & Service and the general direction of the Lead Coordinator of Fraternity & Sorority Life, the Coordinator assists with the daily operations of Fraternity & Sorority Life, ongoing development and implementation of the Fraternity & Sorority Life programs, and to collaborate with the programs and services of the Dean of Students office. The Coordinator is expected to deliver and collaborate with others to provide programs and services to students, faculty and staff within the campus community. The Coordinator follows program priorities, assists in moving toward achieving program goals, and conducts assessment to evaluate program effectiveness. The Coordinator represents the unit to the campus; collaborates with faculty and staff to establish meaningful campus and community involvement in building a strong and viable Greek community; and supports students and the campus in providing an inclusive and accepting campus environment. The Coordinator performs professional work involving sound judgment, consultation with supervisors and fellow coordinators, and excellent communication skills.

Minimum Qualifications:* Education: Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. (Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities may be substituted for the required education on a year-for-year basis.)

Experience: Equivalent of two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of a competence and indicate the potential for further growth. (A master's degree in a job-related field may be substituted for one year of the professional experience.)

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Required Qualifications:

- Working knowledge of the practices, procedures and activities of the program to which assigned.
- General knowledge of the methods and problems of organizational and program management.
- General knowledge of research and interview techniques; and of the principles of individual and group behavior.
- Ability to interpret and apply program rules and regulations.
- Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
- Ability to obtain factual and interpretive information through interviews.
- Ability to reason logically; ability to collect, compile, analyze and evaluate data and make verbal or written presentation based on these data.
- Ability to advise students individually and in groups on routine matters where required.
- Ability to recognize multicultural, multi-sexed and multi-aged value systems and work accordingly.
- Ability to establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts.
- Ability to rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned.
- Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas.
- A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.

Preferred Qualifications:

- Master's degree and one year of experience in the student development profession or with a community non-profit or social services agency highly preferred.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Experience working within an office charged with addressing complaints and misconduct issues.
- Knowledge of University policies, procedures, and functions of various department and services on campus.
- Experience working with cultural organizations and diverse identity groups.

Special Conditions:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work additional hours, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:

- N/A

Mandated Reporter:

- General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA: *

- Yes
- No

Conflict of Interest: *

- None
Supervises Employees:  

### Job Duties

#### JOB DUTIES

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<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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<tbody>
<tr>
<td>90</td>
<td>Serve as organization advisor to the United Sorority &amp; Fraternity Council (USFC, cultural Greeks) on matters of event planning, member management, finances, judicial matters, and educational programming.</td>
<td>Essential</td>
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<td>Serve as supplementary advisor to the Interfraternity Council (IFC) and Panhellenic Association (PHA) as needed.</td>
<td>Essential</td>
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<td>Attend weekly council meetings, establishing working relationships with sorority and fraternity presidents, chapter alumnus groups, and conduct regular communication with university and community stakeholders.</td>
<td>Essential</td>
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<td>Advise and provide annual training for all Greek chapter and council Diversity &amp; Inclusion officers.</td>
<td>Essential</td>
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<td>Connect to and provide academic support resources for all Greek students and chapters, especially those at-risk or underperforming.</td>
<td>Essential</td>
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<td>Advise and support large scale Greek events such as: USFC Recruitment, diversity and inclusion training for all Greek members, Greek Week, and new member education seminars.</td>
<td>Essential</td>
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<td>Support initiatives and work groups for the Greek community that enhance leadership and values, diversity and inclusion, scholarship and learning, community service and philanthropy, safety and risk management, and brotherhood and sisterhood.</td>
<td>Essential</td>
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<td>Assist with marketing and community relations efforts in conjunction with other campus departments.</td>
<td>Essential</td>
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<td>Provide student advisement on budget preparation, special event planning, assist groups with developing annual goals and action plans.</td>
<td>Essential</td>
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<td>Facilitate educational programming and resource materials for the groups listed above, especially around topics of diversity and inclusion, hazing prevention, drug and alcohol use/abuse, safety and the prevention of sexual violence, in collaboration with other campus and community resources. This includes collaborating with campus partners, such as the Cross Cultural Centers, Safer, Cal Poly Police Department, and the AVP for Diversity and Inclusion in Student Affairs.</td>
<td>Essential</td>
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<td>Conduct the follow-up with any individual sorority, fraternity or cultural Greek which receives a sanction from the University and/or the Greek judicial board to ensure that sanctions are followed. Identify any necessary program changes and make appropriate recommendations to avoid any future incidents.</td>
<td>Essential</td>
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<td>Promote Greek participation in all department leadership programs including conferences, workshops, transcript and certification programs, etc. and make recommendations regarding leadership opportunities.</td>
<td>Essential</td>
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<td>Implement detailed organizational review process for each Greek chapter on an annually rotating basis.</td>
<td>Essential</td>
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<td>Articulate the mission of Fraternity &amp; Sorority Life programming to students utilizing personal networking, promotional materials, and assist in the coordination, development, and maintenance of Fraternity &amp; Sorority Life website information.</td>
<td>Essential</td>
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### USERS AND APPROVALS

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