

POSITION: Associate Dean of Students/Director of Student Engagement and Leadership

RESPONSIBILITIES: The Associate Dean of Students/Director of Student Engagement and Leadership is responsible for designing and implementing leadership development programs which supplement the academic programs of the university. This position supervises the Office of Greek Affairs and assists the Dean of Students in the management of the departments that report to the office.

Other functions include:

- Create comprehensive leadership development programs
- Coordinate parent orientations
- Create and maintain websites and multiple social media sites
- Coordinate activities of 200 student organizations to include leadership workshops and retreats and advisor trainings
- Advise Student Leadership Council
- Supervision of the *Student Handbook*, *Greek Guide* and other publications
- Develop student academic year planner
- Advise students on a regular basis, conduct faculty/staff workshops and speak to university and community organizations
- Serve on university committees and task forces
- Serve as a judicial officer
- Create and implement strategic plans
- Participate in rotation for year-round 24 hour on-call
- Perform other responsibilities as assigned by the Dean of Students and Vice President for Student Affairs

QUALIFICATIONS: Minimum of a master's degree from an accredited university. Minimum of five years experience in higher education with a background in Student Affairs or related field. Exceptional organizational, management and leadership abilities. Must have a working knowledge of sorority and fraternity systems and governance. Highly developed technology and interpersonal skills; excellent written and verbal communication skills required. The scope of this position requires attendance at evening, and/or weekend activities, meetings and workshops. The successful candidate must possess a commitment to fostering student success.

ANTICIPATED START DATE: January 7, 2013

APPLICATION: For initial consideration, letter of interest, résumé and three letters of recommendation must be received by December 7, 2012 and should be directed to:

Office of Dean of Students
Chairperson, Qualifications and Screening Committee
University of Louisiana at Lafayette
P. O. Box 43970
Lafayette, LA 70504
email address: deanofstudents@louisiana.edu

- POSITION:** The University of Louisiana at Lafayette invites inquiries from qualified individuals for the position of Assistant Dean of Students.
- JOB DESCRIPTION:** Serves as Co-Greek Advisor and will administer and supervise all activities of the 24 Greek organizations on the UL Lafayette campus. Responsible for advising the Greek Council, National Panhellenic Council, National Pan-Hellenic Council and Interfraternity Council on all aspects of management, programming, training and compliance as well as overseeing all activities relating to Recruitment and Intake. Develop and maintain Greek life publications, websites and educational publications. Must develop and maintain a positive working relationship with University staff, community leaders, chapter members, alumni/faculty advisors and national organization representatives. Responsible for working with the Office of Student Life & Conduct in the day to day job duties. Responsible for enforcing all university rules and regulations as they relate to student discipline. This person will be working evenings and weekends as activities dictate and will be on call on a rotational basis.
- QUALIFICATIONS:** A Bachelor's degree from a regionally accredited institution is required. Master's degree is preferred. Knowledge of fraternity and sorority systems, leadership education and experience in Student Life/Greek Affairs preferred. Proven ability to effectively communicate concepts and to develop new programs. Strong communication, organizational and problem solving skills required.
- ADMINISTRATIVE:** The University of Louisiana at Lafayette is the second largest university in the state, with over 16,500 students. A public institution that awards bachelor's, master's and doctoral degrees. It includes diverse offerings from the humanities to scientific research and leads the nation in areas like computer science, biology and nursing. Its student athletes – Louisiana's Ragin' Cajuns – compete in NCAA Division I. The Office of Greek Affairs is one of 16 departments within the Student Affairs Division that is headed by the Vice President for Student Affairs. The Office of Greek Affairs reports to the Dean of Students. The campus is located in the heart of Acadiana – a rich cultural area known for its excellent food, music, festivals and quality of life.
- APPLICATION/
STARTING DATE:** For initial consideration, please submit a letter of application, a resume and names of three references to by June 15, 2012:

Chairperson
QSN Committee
University of Louisiana at Lafayette
P.O. Box 43970
Lafayette, LA 70504
Or
Email to dana@louisiana.edu

Applications will be accepted until position is filled.