

# RADFORD UNIVERSITY

## Director of Fraternity and Sorority Life



Prepared by **Keeling**  **Associates**  
Change for Learning

# The Opportunity

**Radford University**, a comprehensive public university in Virginia, is extending its search for the **Director of Fraternity and Sorority Life** and invites applications and nominations. This position is an exceptional opportunity for dynamic leadership and creativity in engaging with students, staff, and faculty to promote excellence in fraternity and sorority life and culture at Radford. As a key member of the Student Life team, the Director plays an integral role in positively influencing student development and success by providing strong leadership, support, and direction for all programs, policies, and procedures related to the large and robust fraternity and sorority system. In collaboration with partners across campus, the Director will develop intentional and targeted programmatic offerings for students within each council and the associated membership organizations.

Radford is seeking a relationship-centered, visionary, and skilled professional who is committed to the University's mission and to creating a strong sense of community and social responsibility among the fraternity and sorority members and their leadership. The successful candidate will possess a strong knowledge of fraternity and sorority affairs and risk management policies in a residential setting; demonstrated success in working collaboratively and effectively with diverse stakeholder groups; and a passion for providing quality programs, services, and resources to enhance a culture reflecting diversity, inclusion, scholarship, and ethical standards. A strong commitment to students and their growth and development; an appreciation for experiential learning; and an understanding of the importance of a high level of student interaction as a visible leadership presence will be essential in this role.



# Position Summary



Reporting to the Associate Vice President for Student Life, the Director of Fraternity and Sorority Life provides vision, leadership, and direction for a dynamic, collaborative, and safe community of engaged student leaders. This position supports the intellectual, personal, social, and leadership development of fraternity and sorority members (and potential new members) through focused commitment and a full array of programs, services, and

activities centered on the four fraternal values of leadership, scholarship, service, and friendship. The Director will provide strategic long-term planning for the office suite and its operations, the strength of the affiliated community, and strategic growth of chapters and councils in support of the mission of the Division of Student Affairs and the University. The Director will work with staff and both campus and community partners to ensure there are strong relationships and a shared commitment to the success of the fraternity and sorority community. Alumni engagement is both a requirement and a strategic advantage for student learning and relationships. Active participation with Admissions, New Student and Family Programs, the Citizen Leader graduation distinction program, and campus traditions will support the retention imperative and student success.



The Director is responsible for the direction and determination of goals, objectives, and the means to achieve these goals by management of services, planning of budget resources, and serving on various committees. Responsibilities also include publications, reports, event planning, strategic community gatherings, assessment, presentations, and coaching. This position will also represent the University as a member of appropriate professional

organizations. The Director will supervise one professional staff member, one graduate assistant, and various student interns.

# Required Qualifications

- ▶ Master's degree in Education, College Student Personnel, Higher Education Leadership, or a related field.
- ▶ Multiple years of progressive experience working in fraternity and sorority matters, including advising, event planning, risk management, active partnership and collaboration, and process facilitation.
  - A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
- ▶ A demonstrated ability to lead and direct the operations of a mid-size fraternal community with a focus on student learning, safety, and membership growth.
- ▶ An understanding of the challenges and opportunities within student organization management, values-based membership and leadership, and current issues in college student development.
- ▶ Proven experience in effective risk management.
- ▶ Progressive experience in managing budgets and strategically planning fiscal matters.
- ▶ Demonstrated cultural competence and experience working in and fostering a diverse and inclusive student environment.
- ▶ A collaborative approach and a learning mindset.



## **Preferred Qualifications**

- ▶ Prior experience leading an office of similar scope. Involvement in professional higher education associations (i.e., ACPA, NASPA, AFA, NACA, etc.).

## **Other Specifications**

- ▶ Knowledge of and ability to comply with Family Educational Rights and Privacy Act (FERPA), Title IX, and other applicable federal laws; commitment to learning and complying with institutional and Commonwealth of Virginia rules, policies, and regulations.
- ▶ Understanding of student development and the role of student affairs in the educational process.
- ▶ Ability to build relationships across campus with students, administrators, and other campus community members.
- ▶ Experience maintaining excellent relationships with headquarters staff and advisors. Proven ability to gather and utilize assessment data.
- ▶ Demonstrated oral, written, and interpersonal skills, communication skills, and public relations skills.
- ▶ Ability to engage in daily contact with other campus departments, faculty, administrative staff, parents, students, alumni, and the general public.
- ▶ Proficiency preferred in software and programs: i.e., Campus Labs, Banner, eVA, MS Word, Excel, PowerPoint, and similar programs.



# Major Responsibilities

## A compelling vision for an inspired, values-driven community 30%

- ▶ Design, implement, and assess a plan for fraternity and sorority engagement that advances student success
- ▶ Hire, supervise, train, and evaluate a team of professionals and student staff who actualize the Student Affairs Models of Practice
- ▶ Create and maintain effective and productive relationships with internal and external constituents to include students, families, alumni, headquarters staff, advisors, faculty, student affairs colleagues, and others
- ▶ Consistently and creatively affirm and advance the fraternal values of scholarship, leadership, service, and friendship in relationships, interventions, and communications
- ▶ Sustain a culture of inclusion and caring through programming, space design, supervision, and training
- ▶ Oversee the Fraternity and Sorority Life office, including the physical space, programming, and operations
- ▶ Provide leadership in coordinating campus-wide events such as Greek Week, Greek Welcome, Meet The Greeks, Homecoming, National Hazing Prevention Week, and other events as needed

## A plan for engagement and learning in a student-focused community 30%

- ▶ Collaborate with faculty, staff, advisors, and students to develop and support student success initiatives, intentional co-curricular experiences, and gathering spaces that impact learning for a diverse community
- ▶ Advise, coach, and guide four Greek councils (Interfraternity Council, Multicultural Greek Council, National Pan Hellenic Council, Panhellenic Council) toward community and chapter success to include trainings on leadership, risk management, council management, and accountability
- ▶ Supervise and guide chapter leader and advisor development, engagement, and resource availability to include risk management, leadership development, program assessment, marketing, and additional needs that may evolve
- ▶ Utilization of RU Involved (Campus Labs, Engage) to advertise, track, and assess programming, student involvement, learning outcomes, and standards of excellence
- ▶ Coordinate, develop, and execute effective educational program and initiatives to the ideals of scholarship, leadership, service, and friendship
- ▶ Maintain effective relationships for student success including, but not limited to, Office of Institutional Equity, Student Standards and Conduct, Radford City Police, Radford University Police, Scheduling Office, University Advancement, University Relations, and Alumni Relations
- ▶ Attend programming initiatives of individual chapters, councils, and related community organizations

## Major Responsibilities (continued)

A focus on structures and processes that uplift the mission of Student Affairs and the University 30%

- ▶ Establish and maintain student-centered, ethical, and efficient operating policies consistent with University regulations
- ▶ Remain abreast of federal, state, and local laws, industry best practice and university policies, practices, and procedures
- ▶ Provide fiscal oversight, participate in annual budget development and allocation, and ensure responsible stewardship through budgetary planning and assessment techniques
- ▶ Review and approve procurement requests to include facility upgrades, office products, programming supplies, and university service contracts
- ▶ Use data to inform strategic plan development and advancement
- ▶ Develop and maintain six-year strategic plan for furniture, fixture, and equipment replacement and renewal, and staffing, programming, and service growth and effective delivery
- ▶ Implement a comprehensive marketing program to increase space use and strengthen program engagement with Fraternity and Sorority Life

An ethos of service to students, the university, and the profession 10%

- ▶ Embody the Student Affairs Models of Practice in daily work, relationships, and decision-making
- ▶ Participate in university and community committees, division leadership team, and student life leadership team
- ▶ Active participation in professional associations, conference attendance, publication, and collaborations to advance the field
- ▶ Other duties and additional responsibilities as assigned



# About Radford University



Radford University is a comprehensive public university of 10,695 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Radford University, close to the beautiful Blue Ridge Mountains of Virginia, serves the Commonwealth of Virginia and the nation through a wide range of

academic, cultural, human service and research programs. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment and vibrant student life on a beautiful 204-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. The University offers 76 bachelor's degree programs in 47 disciplines, three associate degrees, and six certificates at the undergraduate level; 28 master's programs in 23 disciplines and six doctoral programs at the graduate level; and 14 post-baccalaureate certificates and one post-master's certificate. A Division I member of the NCAA and Big South Conference, Radford University competes in 16 men's and women's varsity athletics. With over 300 clubs and organizations, Radford University offers many opportunities for student engagement, leadership development and community service.

For more information, please visit: <https://www.radford.edu>





# Application Procedure and Timeline

Radford University has partnered with Keeling & Associates, LLC, in this search process. Application materials should include a resume and a letter of interest and must be sent to [recruiting@keelingassociates.com](mailto:recruiting@keelingassociates.com). The subject line of the email should read “Radford – Director - FSL.” The review of materials will begin immediately and will continue until the position is filled. The interviews for this position will occur in early 2022, and the University will be open to negotiating a start date that responds to the selected candidate’s current commitments with a preference that the new Director start no later than June 2022; earlier if possible.

Those interested in submitting nominations or in having a confidential discussion before applying should contact K&A Senior Consultant Jeff Ewing ([jfewing@keelingassociates.com](mailto:jfewing@keelingassociates.com)).

*Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission or employment practices.*



