



Radford

U N I V E R S I T Y

Director of Fraternity and Sorority Life

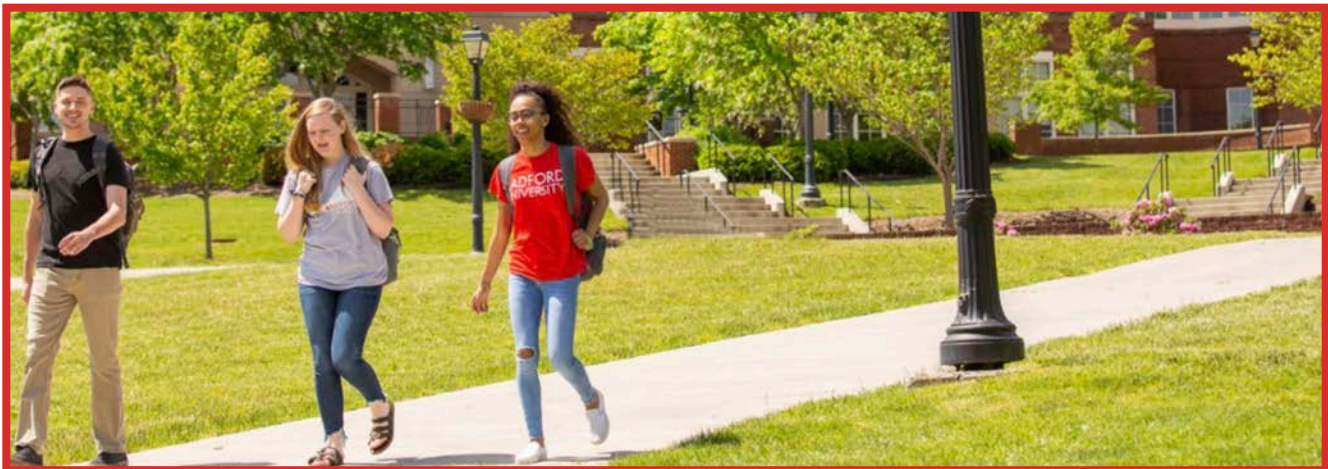


Prepared by **Keeling**  **Associates**
Change for Learning

The Opportunity

Radford University, a comprehensive public university in Virginia, invites applications for their next **Director of Fraternity and Sorority Life**. 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 in support of the mission of the Division of Student Affairs and the University. As key member of the Student Life Team, the Director and this office play an integral role in positively influencing supporting student development and success through an integrated approach which 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.

Radford is seeking a relationship-centered and visionary 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 excitement around high levels of student engagement and interaction will be essential in this role.



Position Summary



The Director will provide strategic long-term planning for the office and its operations; serve as a support and resource for the affiliated community and be known and accessible to students; and help foster the growth of chapters and councils from 8% to approximately 10% of undergraduate students. 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. 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. Importantly, 2029 will mark the 100th anniversary of Fraternity



and Sorority Life at; the Director will be expected to work closely with colleagues across campus—most notably in Alumni Engagement and Advancement—to fundraise for and celebrate this milestone.

There are exciting opportunities for developing infrastructure for Fraternity and Sorority Life in the following years, again requiring cross-campus collaboration, strategic vision, creativity, and leadership.

Additional responsibilities of this role include development of publications, reports, and presentations; event planning; strategic community gatherings; assessment; 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 life, including advising, event planning, risk management, active partnership and collaboration, and process facilitation
 - A combination of education, experience, and training producing 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
- ▶ Prior experience with fundraising
- ▶ 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 7,686 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 and 36 miles southwest of the vibrant city of Roanoke—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 across 8 colleges; 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. 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 late spring 2025, with a preference that the new Director start in June 2025.

Those interested in submitting nominations or in having a confidential discussion before applying should contact K&A Senior Consultant Marrlee Burgess (mburgess@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. If you are an individual with a disability and desire accommodation in the application process please contact the hiring department. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Radford University publishes an Annual Security and Fire Safety Report. The report includes the university’s policies, procedures, and programs concerning safety and security, as well as three years’ of crime statistics for our campus. As a prospective employee, you are entitled to a copy of this report. The report and statistical data can be found online at Radford.edu/police. You may also request a paper copy of the report from the Radford University Police Department located at 810 East Main Street PO Box 6883, Radford, VA, 24142.

