



Associate Director, Chapter Services
Department of Fraternity and Sorority Life

NC STATE UNIVERSITY

From the Director of **FRATERNITY AND SORORITY LIFE**

When I relocated to Raleigh to start as an Associate Director in September of 2001, the plan was to be here for 3-5 years. That's what we do in Higher Education to move up the proverbial ladder - seek growth opportunities, often at the next institution. More than 20 years later, NC State is still my professional home. I'm often asked how I could do this work for so long, and the answer is simple, I love what I do.

NC State is a thriving institution. I've had both the autonomy and support to create a vision for our community, develop the programs to foster that experience for students, and the funding to build a dynamic team to support the work. In the time I've been at NC State, we have seen enrollment growth of 35% with continued planned growth in our College of Engineering. Our fraternity and sorority life community has grown from 1,600 affiliated students to more than 3,400 this spring. The number of women affiliated has grown by 182%, reflecting both the increased enrollment of women in higher percentages alongside our efforts to extend to new organizations. We've grown from 28 chapters to more than 50, with significant growth in our culturally based organizations. Investing more than \$100M to date, we have rebuilt our fraternity/sorority housing in partnership with the alumni and national housing corporations, transforming our 1960's Fraternity Court, home to 14 fraternities and 3 sororities, to a new Greek Village, home to more than 25 organizations across all four councils. To support this growth, we've expanded our team from two full-time FSAs to seven, with layers that allow for upward mobility within the department.

As a Department, we are focused on student success, and that means we support the experience differently. Students are more likely to persist, graduate and, experience higher satisfaction rates after graduation if they have a positive sense of belonging. Our work then is to connect students to an experience to develop their individual potential through group efforts while academic pursuits and individual freedoms are uninterrupted. We take an intentional approach to working with students across chapter operations, through council and community programs, and their residential experience, with a focus on prevention, risk mitigation, and shaping the member experience to align with the mission of higher education. Not all chapters are resourced equally. Our job is to partner with strong organization staff and volunteers and when able, to lean in where gaps exist. Our team responsibilities are defined by task, not population. As a result, all members of our team work intentionally across all affiliations and councils.

From the Director of **FRATERNITY AND SORORITY LIFE**

Continued...

We want students to have an amazing collegiate experience. But more than that, we believe in our potential to impact their experience in ways that shape the future. Our vision sums it up well. The Department of Fraternity and Sorority Life prepares students for society through a values-based fraternal experience. We've aligned our team responsibilities to shape our work and impact the student experience in three ways: Chapter Services, Council and Community Development, and Living and Learning Environments. Our team advises recognized fraternities and sororities, their governing councils, and manages Greek Village housing, while providing programs to enhance leadership development and to educate the Fraternity/Sorority Community of over 3,400 students. A dynamic team of professionals, including a Director, two Associate Directors, two Assistant Directors, and two Coordinators, execute the vision to inform the work - operating with a collaborative team approach.

NC State is a place where you can build a life and a career -- doing good work as part of a strategic minded team. I invite you to explore if NC State might be a good match for your goals and consider applying.

With Pack Pride,



Shelly Brown Dobek



POSITION OVERVIEW

The Department of Fraternity and Sorority Life prepares students for society through a values-based fraternal experience. Our work impacts the student experience in three ways: Chapter Services, Council and Community Development, and Living and Learning Environments. A dynamic team of professionals, including a Director, two Associate Directors, two Assistant Directors, and two Coordinators, execute the vision to inform the work. Our team advises recognized fraternities and sororities, their governing councils, and manages Greek Village housing, while providing programs to enhance leadership development and to educate the Fraternity/Sorority Community of over 3,400 students. The Associate Director reports directly to the Director of Fraternity and Sorority Life, supervises two Coordinators with dual reporting to both Associate Directors, and operates with a collaborative team approach. The Associate Director provides leadership within Chapter Services, and is responsible for the following areas and essential job duties:



Chapter Services

- Serve as the primary liaison to inter/national fraternities and sororities, alumni/ae advisors, and provide active coaching to more than 50 undergraduate chapters regarding chapter operations, extension/expansion, university policies, discipline cases, and other relevant issues.
- Support chapter performance and compliance with the Standards Program, managing collection, review and reporting of data and development.
- Manage Membership Recruitment, New Member Education and Membership Intake Processes, including extension/expansion, and educational programs surrounding recruitment and/or intake.
- Create recovery plans for chapters who fail to qualify for recognition and provide follow-up.



Programs

- Develop and implement prevention strategy aligned with best practices and in collaboration with campus partners around issues like Sexual Assault, Hazing, and Alcohol and Other Drugs.
- Develop curriculum, teach leadership skills, and facilitate educational programs for chapters, chapter officers, and the FSL community.
- Oversee Department Awards Program.

POSITION OVERVIEW

Programs, continued

- Work in partnership with Student Conduct and organizations to investigate violations and support organization accountability.
- Support the IFC recruitment efforts, co-coordinating logistics and staffing.
- Supervise the Coordinator advising Order of Omega, providing guidance on programs.

Administration

- Maintain accurate demographic, statistical and academic performance info for FSL.
- Conduct assessment on issues relevant to FSL organizations and student development, preparing annual reports.
- Maintain electronic resources and chapter forms, working with Student Leadership and Engagement to coordinate registration efforts.
- Other duties as assigned, as listed in the full job description.



Salary Range: \$75-82K annually

Competitive salary range designed to compensate breadth and depth of experience with the level of responsibilities and skills required to be successful. In addition to salary, employees may receive a mobile phone allowance and professional development funds.

Minimum Qualifications

Position requires possession of post baccalaureate credentials or equivalent independent experience in comparable instructional or educational activities. Three years full time experience in fraternity/sorority advising or related field also required. The Associate Director is designated as a Mandatory reporter and must have NC Driver's License or the ability to obtain one within 60 days of hire.

Preferred Qualifications

Five years full time, progressive experience working with organizations belonging to the Interfraternity Council, National Pan-Hellenic Council, Panhellenic Association and Multicultural Greek Council preferred.

FRATERNITY AND SORORITY LIFE

Department Overview and Vision

The **Department of Fraternity and Sorority Life (FSL)** aims to prepare students for society through a values-based fraternal experience. Focusing on **Chapter Services, Council and Community Development** and the **Living/Learning Experience**, the Department provides holistic development of affiliated students. The fraternity/sorority experience is a great compliment to the academic mission of the University. Providing students with a sense of belonging positively impacts retention and graduation rates of members. Opportunities for a democratic social experience and development of the individual's potential through leadership opportunities and group effort prepare students for the classroom and careers. While outreach via service and philanthropic efforts prepare students to see themselves as engaged citizens. The fraternity/sorority experience provides a deep connection to, and affinity for the institution long after graduation and a path for students to pursue their potential.



Our Community

- Interfraternity Council** | 22 chapters, 1,388 members
- Multicultural Greek Council** | 9 chapters, 107 members
- National Pan-Hellenic Council** | 8 chapters, 106 members
- Panhellenic Association** | 13 chapters, 1,692 members



Quick Facts

- **3.26** Community GPA
- **46%** of members on Dean's List
- 25 Chapters in Greek Village with all 4 councils have place and space
- People:
 - 8 Professional Team Members
 - 10 House Directors and 4 CRDs
 - >50 Chapter Presidents
 - 28 Governing Council Officers
 - 25 Ambassadors
 - 5 Certified Peer Educators

Key Programs

- Standards of Excellence
- Greek Leaders Retreat
- New Member Institute
- EPIC Programs
 - Alcohol and Other Drugs
 - Sexual Assault Prevention
 - Diversity, Equity and Inclusion
- Hazing Prevention
- Certified Peer Educators
- FSL Ambassadors



ACADEMIC AND STUDENT AFFAIRS

Mission

The Division of Academic and Student Affairs promotes the success of the whole student. In collaboration with our colleagues across campus, we prepare students to succeed academically, professionally, and personally, to embrace a commitment to lifelong learning, and to become informed, engaged, and productive citizens

Vision

To transform lives and inspire student success by helping every student achieve, graduate and realize their full potential

Values

- Curiosity
- Empathy
- Collaboration
- Equity and Accessibility
- Integrity
- Trust

Division Goals

Shape Your Life

- promoting student success through personal responsibility in a supportive environment

Open Your Mind

- promoting student success through educational innovation and intellectual growth

Build Your Community

- promoting student success through engagement

Serve The University

- providing leadership for student success

Ensure Sustainability

- developing and stewarding resources for organizational excellence

The Division of Academic & Student Affairs (DASA) is where students discover connections and community. It is where students live, where they gather, where they improve themselves, each other, and their university. DASA is where students seek guidance and support, both in and outside of the classroom. The division serves all students at NC State through three integrated components: academic affairs, student affairs, and University College.

The Division of Academic and Student Affairs is the place to work for values-driven faculty and staff who are passionate about promoting the success of the whole student.

NC State was named a great place to work in the 2022 Forbes annual survey as the best large employer in North Carolina. The Division of Academic and Student Affairs is the place to work for faculty and staff who are passionate about promoting the success of the whole student.

50 Departments

- Academic Units
- Career and Leadership
- Student Life
- Inclusion and Well-Being
- Support and Advocacy



NC STATE UNIVERSITY

NC State University is based in Raleigh, North Carolina, about halfway down the East Coast of the United States. Since 1887, we've strived to offer world-class teaching and research. Today, we're ranked in the top 1% of universities on the planet.

NC State is a land-grant institution, which means we have a duty to open the doors of education for everyone. We're a Research 1 university, recognized worldwide for our big ideas and bigger impact. And we're a public university - one that believes in community, equity, sharing what we learn and serving the greater good.

Our Values

- Excellence
- Inclusion
- Integrity
- Sustainability
- Community
- Freedom
- Collaboration



Fast Facts

- 37,800+ students
- 2,400+ faculty
- 7,100+ staff
- 12 colleges
- 300 undergraduate and graduate degree programs
- \$2.03 billion endowment
- #5 best value among public universities nationally

University Vision

As a preeminent public research university, NC State University will be increasingly recognized nationally and internationally for its innovation in education, research, scholarship and engagement that solves the world's most critical challenges. NC State will be known as a diverse, equitable and inclusive community that has a transformative impact on society and advances the greater good.

RALEIGH NC

We're located in a thriving hub for culture and tech in our state: Raleigh, North Carolina. It's known as the City of Oaks, and you'll see how easy it is to grow roots here. Raleigh is nationally recognized as a top destination for both students and young professionals

Raleigh, NC is a vibrant city with a rich history, diverse culture, and plenty of outdoor activities. From its thriving arts scene to its commitment to sustainability, there's something for everyone to explore and enjoy.

With its welcoming community, strong job market, and excellent educational opportunities, Raleigh is a top city to live in. Whether you're a foodie, art lover, or outdoor enthusiast, Raleigh has something special to offer.

- RDU International Airport is the nation's second fastest growing major airport
- Raleigh/Durham is the #3 Best place to live in America, US News and World Reports
- Raleigh is #4 Best US City for Work/Life Balance and Mental Health, CoworkingCafe Study
- #5 Best City for Job Seekers in 2024, Indeed
- One of the Safest Large Cities in the US for 2024, Far&Wide
- #23 Best Cities to Raise a Family in America, Niche
- #72 Most Diverse Cities in America, Niche





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