

Assistant Greek Coordinator

Application Packet

October 25, 2009

Dear AGC Applicant:

Thank you for your interest in applying to be an Assistant Greek Coordinator for the Fall 2010 - Spring 2011 school year. Attached is information useful in understanding the purpose and position of an Assistant Greek Coordinator.

The attached application sheet and all requested documents must be completed in their entirety and returned to the Office of Fraternity & Sorority Life in Taylor Hall, Room 205B NO LATER THAN 5pm on December 4th, 2009.

After the application is turned in it will be reviewed by the Fraternity & Sorority Life staff. Applicants will be notified on December 10th, 2009 if they have been selected to move forward in the hiring process. Selected applicants will be involved in a group interview to assess each individual's ability to work in a group setting. The group interview will take place on January 13th, 2010.

Applicants selected to continue in the process will be asked to give a presentation of five (5) to seven (7), minutes. The presentation prompt will be given to the applicants when selected to continue in the process. These presentations will be scheduled on the week of January 18th, 2010. After the presentation there will be a short discussion with some of the FSL staff. The third and final stage in the interview process will be a one-on-one interview with Coordinator for Fraternity & Sorority life, Paul Whatley, taking place the week of January 25th, 2010. Final decisions will be made on or before February 1st, 2010.

Thank you all for your time and dedication and we look forward to seeing your applications! Please feel free to contact me or any AGC with any questions or concerns regarding the position or application.

Sincerely,

Alex Jerasa
Assistant Greek Coordinator
jersaar@jmu.edu
(757) 418-1361

Mission Statement

The purpose of the Assistant Greek Coordinator is to provide trustworthy and efficient service to the members of the Fraternity/Sorority Community of James Madison University in the areas of housing, mediation, risk management, chapter operations, and programming. We are committed to providing supportive, proactive resources to fellow students with a focus on consistency and dependability. We strive to provide James Madison University with a successful and thriving Fraternity/Sorority Community.

Position Description

- Act as a resource to the executive officers of the Fraternity/Sorority Community by actively distributing information as it pertains to Fraternity & Sorority Life; and by identifying the needs of fraternities and sororities as well as communicating this information or providing educational programs to facilitate the growth of the organization.
- Function as a member of the Fraternity & Sorority Life staff within the by participating in weekly staff meetings, office hours, training workshops, the Officer Leadership Workshops (OLW), President's Retreats and contributing to the development of policies and procedures as they relate to Fraternity/Sorority Life.
- Act as a liaison between the Coordinator of Fraternity & Sorority Life and the executive councils of the assigned fraternities/sororities by communicating needs and expectations.
- Communicate and enforce the University, the Interfraternity Council (IFC), Panhellenic Association (PA), and Fraternity & Sorority Life policies as they relate to Fraternity/Sorority Life by monitoring all registered social functions, observe procedures and correct policy violations. When violations occur, the staff member is responsible for filing an incident report and for attending the IFC/PA Judicial Hearing.
- Assume responsibility for assisting with improvements of existing programs and creating programs for specific areas of Fraternity/Sorority Life.
- Coordinate move-in and move out during fall opening, spring closing and at all holidays and vacations. Conduct unannounced inspections of Row housing regularly.

Qualifications

- Maintain a 2.8 cumulative GPA
- Active member in good standing of your fraternity/sorority.
- Able to deal with confrontational situations.
- May not hold any office within your fraternity/sorority.
- Able to distance yourself from your organization for the betterment of the fraternity/sorority community.
- Reliable.
- Awareness of your own strengths and weaknesses and willing to work on them.
- Able to identify issues and weaknesses in Fraternity & Sorority Life from an objective perspective and take a proactive stance in improving the situation.
- Team player.
- Able to shadow current AGCs during spring 2010.

Assistant Greek Coordinator Application

Office of Fraternity & Sorority Life

I: General Information

Name: _____ Date: _____ Email: _____

PeopleSoft ID#: _____ Major: _____ Minor: _____

Address/P.O. Box: _____ Phone: _____

Permanent Address: _____ Permanent Phone: _____

Cumulative GPA: _____ Year in School: _____ Graduation Date: _____

Fraternity/Sorority: _____ Semesters as Brother/Sister: _____

II: Attachments

A) Resume

- Include previous work experience (position, employer, dates, etc).
- List all extracurricular activities (activity/organization, office(s), responsibilities, dates, etc) i

B) Recommendation

One recommendation must be included with your application. The recommendation must be from your chapter president, your chapter advisor, or a chapter executive member. Recommendations should comment upon your leadership skills, work experience, involvement in your chapter, and overall character. All recommendations must be turned in by the application deadline. They can be attached to the application.

C) Open Responses

Please type your responses to the following questions on an attached sheet. They should be double spaced and not exceed 500 words per question.

- According to your understanding as a fraternity/sorority member, what is the purpose of an Assistant Greek Coordinator?
- Describe how you live out the values of your organization on a daily basis, both in your personal life and your campus activity.