

Office/Department: Fraternity & Sorority Life
Student Life

Director: Kaitlin Griffith | Student Life Interim Director

Mission Statement:

Fraternity & Sorority Life: In partnership with Inter/National fraternity and sorority organizations, we are committed to providing programs, services, and resources that support and empower students, advisors, and alumni to foster the advancement of a nationally recognized community founded upon the values articulated by JMU and their respective fraternity and sorority organizations.

Student Life: To provide all students with experiences for self-discovery, belonging, and authentic engagement with each other, their communities, and beyond.

Functional areas included in this office/department:

Fraternity & Sorority Life

Student Life: Student Activities and Involvement, Madison Union, Festival Conference Center, Technology and Design

1. Students who participate in this experience will gain understanding of student affairs as a profession and the influence student affairs has on contemporary higher education through the following tasks and activities:

- Advisement/development of the Interfraternity/Panhellenic Council Officers
- Working closely with the Assistant Greek Coordinators
- Staff training: planning and implementation, facilitation
- Teambuilding: planning and implementation, facilitation
- Retreats: planning and implementation, facilitation
- Officer Training: planning, implementation, facilitation
- Writing and presenting performance evaluations
- Collaborative projects with various university departments
- Attendance at office, departmental and divisional meetings
- Major event planning and implementation
- Student development theory to practice
- Managing change
- Communication within an organization
- Writing goals, learning outcomes, and action plans
- Budget planning and maintenance
- Use of technology

2. Students who participate in this experience will be exposed to the purposeful application of the following student development, career development, counseling and/or organizational theories:

- Psychosocial Developmental Theories: (Chickering, Erikson)
- Cognitive Developmental Theories: (Perry, Kohlberg, Belenky, Gilligan)
- Typology: (Jung, Myers-Briggs)
- Counseling Theories: (Reality Therapy, Person-Centered Therapy)
- Identity Development Theories: (Racial, White, Minority, Sexual, Gender, Ability, Religious, Social Class, Multiple)

3. Students assigned to this site will be able to participate in the following assessment and/or evaluation projects:

- Assessment of Chapter's progress according to the Annual Reports rubric
- Assessment of all Chapter President's, Interfraternity and Panhellenic Council officer's, and Assistant Greek Coordinator's Leadership Development

- Assessment and evaluation of the Leadership Institute program

4. Students who participate in this experience will be evaluated and provided on-going feedback in the following ways:

- Weekly one on one consultation meetings with direct supervisor
- Written performance evaluation each December and April
- As requested by student or as deemed necessary

5. Specific expectations of students assigned to this site include:

- **Pending budget availability this position(s) will require living on campus with housing provided on The Row in a live-in House Director capacity**
- Arrive in early August for training, stay late or return early for academic breaks or vacations as necessary
- Stay late/return early for academic breaks/vacations, as deemed necessary
- Create and maintain a schedule designed to meet assistantship requirements
- Support the mission of Fraternity & Sorority Life, Student Life, the Division of Student Affairs and University Planning, and James Madison University
- Perform designated tasks in a timely, organized and professional manner
- Maintain a positive attitude about job responsibilities
- Strive to be an effective team member, communicate effectively and honestly with supervisor and other staff members
- Gain an understanding of Fraternity & Sorority Life and Student Life policies and procedures
- Serve in an on-call rotation as a representative of Fraternity & Sorority Life
- Attend conferences, workshops, and professional development opportunities as deemed appropriate
- Participate in the planning and implementation of the Assistant Greek Coordinator and House Manager trainings
- Advise Interfraternity, Panhellenic, and Junior Panhellenic Council Executive Board Members
- Assist Assistant Greek Coordinators with their assigned projects
- Serve as a role model/mentor to fraternity/sorority members, provide motivation and encouragement for students and staff members
- Participate in the planning and implementation of Council Recruitment, advise and train Rho Gammas
- Assist in the development of a New Member Education orientation program
- Participate in the planning and implementation of large-scale Fraternity & Sorority Life events (Excellence Awards, Greek Sing, etc.)
- Participate in the planning and implementation of large-scale leadership programs (Le
- Assist with Advisor recruitment, training, and retention

Contact Person

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