



## **Coordinator of Student Engagement & Greek Life**

Franklin College is seeking a full-time, 12-month, salary non-exempt Coordinator of Student Engagement & Greek Life position which will report to the Director of Student Engagement (DSE). This position will coordinate all aspects of the Greek Letter organizations at Franklin College, as well as assist the Center for Student Engagement in the creation of meaningful and engaging co-curricular events and campus-wide programming efforts that establish a sense of engagement and belonging.

Founded in 1834, Franklin College is a residential four-year undergraduate liberal arts institution with a scenic, wooded campus located 20 minutes south of downtown Indianapolis. The college prepares men and women for challenging careers and fulfilling lives through the liberal arts, offering its approximately 1,000 students 28 majors, 36 minors and eight pre-professional programs. In 1842, the college began admitting women, becoming the first coeducational institution in Indiana and the seventh in the nation. Franklin College maintains a voluntary association with the American Baptist Churches USA.

### **ESSENTIAL POSITION FUNCTIONS**

- Establish a campus culture of involvement, engagement, and belonging through co-curricular programming and by supporting the growth and development of student organizations;
- Contribute to the perpetuation and growth of a robust Greek Life through recruitment and retention of members, leadership training, managing relationships with house corporations and national offices of Franklin College chapters, oversight of Greek-related administrative and judicial processes, etc.;
- Serve as the advisor of the Panhellenic Council and/or the Interfraternity Council as assigned by the DSE;
- Assist with the creation and implementation of institution-wide events and engagement (such as Homecoming, Family Weekend, Grizzly Grand Prix, etc.);
- Develop and implement intentional programming and support initiatives for the commuter student population;
- Serve as a conduct officer (primary investigator of alleged violations of college policy related to Greek organizations; investigator in non-Greek related alleged violations as needed);
- Coordinate and supervise the Immersive Term Belonging Internship;
- Manage budgets for Fraternity and Sorority Life;
- Oversee social media accounts;
- Serve as a live-in staff member and assist with monthly on-call rotation;
- Other duties as needed or assigned.

### **SUPERVISORY RESPONSIBILITY**

General supervision is received from the Director of Student Engagement.



May exercise supervision over student workers and interns.

## **QUALIFICATIONS**

**EXPERIENCE:** 1-3 years' experience in student engagement and involvement and experience working with Greek-Lettered Organizations strongly preferred.

**EDUCATION/LICENSING:** Bachelor's degree is required; Master's degree is preferred.

### **REQUIRED KNOWLEDGE, SKILLS, or ABILITIES:**

- Ability to develop rapport with and establish a sense of belonging for students of diverse identities; ability to build and maintain positive relationships with faculty, staff, alumni corporations, national headquarters, and other constituencies;
- Exemplary Written and oral communication skills;
- Computer proficiency, including database knowledge and skills; knowledge of Presence preferred;
- Experience with event planning and management.

## **APPLICATION PROCESS**

This position offers an excellent benefits package including: room & board, health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for the chosen candidate and their family. Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume, and contact information for three professional references via the application link – [Franklin College Staff Application](#)

Contact Human Resources with additional questions.

Franklin College  
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Franklin, IN 46131  
[humanresources@FranklinCollege.edu](mailto:humanresources@FranklinCollege.edu)

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