



Greek Life President Job Description

PURPOSE: A Greek Life President is a student who represents and provides leadership to his/her Greek Life organization at large. A Greek Life President is a position that is elected by the members of the Greek organization to shape the experience of being a part of a Greek organization in purposeful and meaningful ways that value and advance the mission of Rochester College. The specific qualifications and responsibilities for a Greek Life President position are outlined below.

QUALIFICATIONS:

- Be in good academic and judicial standing with Rochester College
- Exhibit an active and growing Christian faith
- Senior or Junior with prior leadership experience at RC
- Demonstrates enthusiasm for the college, students, faculty, staff and co-curricular programming
- Posses an in-depth knowledge of the institution and its resources
- Communicates effectively both verbally and written; as well as interactively with various technologies
- Be willing to help students with personal concerns (including, but not limited to: housing, parking, social interactions, self-care, academic pressures, loneliness, etc.)
- Demonstrates sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- Function effectively in a team environment
- Exhibit strong analytical and problem-solving skills
- Have the ability to prioritize multiple tasks and responsibilities
- Receive the largest percentage of student votes

RESPONSIBILITIES:

Student Advocacy: A Greek Life President will serve as an advocate for his/her Greek organization through the identification and articulation of the needs, desires, interests and concerns of the students within his/her Greek organization. Through the advocacy of Greek Life Presidents, students will enjoy a richer and more participative student experience.

1. Establish methods for gathering information related to the student experience from organization members, including: feedback loops and assessment of the organization's programming and events.
2. Partner with Greek organization Executive Council members to develop strategic planning and vision for the Greek organization.
3. Develop and maintain positive relationships with the student body and, more specifically his/her Greek organization, through availability, accountability, creativity, credibility, and confidentiality.
4. Encourage Greek Life Executive Council members and the Greek organization members toward personal, social, spiritual, and academic development.
5. Promote and support on and off-campus events beyond those sponsored by his/her Greek organization.
6. Provide a culture of collaboration and accountability among all Greek Life organizations and members, Community Life leaders, Student Government leaders and Campus Ministry leaders across the institution..

Administrative Tasks: A Greek Life President will be responsible for administrative duties related to the day-to-day leadership of the Greek organization. Such responsibilities will be conducted with guidance and assistance from the Greek organization sponsors, in collaboration with Rochester College's Greek Life Handbook.

1. Responsible for assisting Greek organization treasurers in the facilitation of financial forecasts and forms.
2. Disperse information at organizational meetings.
3. Facilitate and assist in the planning and execution of Greek Life organization programs, activities and events.
4. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently.
5. Responds to all Student Life personnel, sponsors and fellow Greek Life members in a timely fashion.

Support of Policies and Standards: A Greek Life President is a representative of the College in his/her relationships and contacts both on and off campus and is expected to uphold institutional and residential standards and policies as outlined in, Rochester College's Student Handbook.

1. Be thoroughly familiar with Rochester College's Student Handbook.
2. Be thoroughly familiar with Rochester College's Greek Life Handbook.
3. Be thoroughly familiar with his/her Greek organization's constitution.
4. Communicate and model behavior and policy expectations of Rochester College to the campus community.
5. Confront inappropriate behavior when it occurs and take necessary follow-up measures.
6. Assist with conflict resolution regarding problems amongst Greek organization members.
7. Support and do not openly disagree with college regulations. Be quick to listen and slow to speak with fellow students. Seek appropriate channel to discuss the issue at hand to address the disagreement.

Greek Life Executive Council Training and Development: Each Greek Life President is expected to participate in and lead all meetings of his/her Greek Life organization, which are designed to develop the organization's Executive Council and membership to have the necessary skills to perform their job and meet expectations.

1. Attend and participate in the Spring semester leadership retreat.
2. Assist with planning and implementation of onboarding of his/her organization's Executive Council members and Auxiliary leaders.
3. Attend and participate in the Rochester College leadership seminar.
4. Lead meetings of his/her Greek organization in compliance with the organization's constitution.

Student Life Fellowship: Student Life Fellowship Leaders are at the heart and soul of Rochester College. The Greek Life President positions are a part of the Center for Student Life's Fellowship program. Fellowship Leaders gain leadership and real world experiences in the areas of marketing, public relations, public speaking, branding, team building, pastoral care and the management of others. Working in the Center for Student Life and closely with the Admissions office, Fellows are genuinely interested in the development and success of the college and students, new and continuing.

1. Support the Admissions Office in the early stages of onboarding potential and new "admit" students through calling admitted students, giving campus tours, hosting admitted students on campus visits and connecting with admitted students through social media platforms.
2. Actively participate in the organization and shaping of the Admission Office's Warrior Fridays.
3. Actively participate in the organization and shaping of the Advising Center's Crimson Days.
4. Support the Center for Student Life in planning and executing Warrior Week for incoming students which includes attending and participating in all Warrior Week activities.
5. Attend a First Year Experience training session prior to new student move-in.
6. Actively participate in move-in day by helping new residential students move into their residence hall and helping families navigate the campus.
7. Support the Center for Student Life's First Year Experience (Seminar) as cohort leaders during the Fall semester by facilitating bi-weekly small group discussion, outings and/or service projects through the Fall semester for assigned learning community.

8. Attend an annual leadership retreat during the Spring semester.
9. Attend a 1 hour Leadership Course for the Fall semester.
10. Attend the First Year Experience retreat, Refresh, in the Spring semester.
11. Be committed to an ongoing mentoring relationship with members of assigned community through the end of the Refresh retreat that encourages and supports new students' spiritual, academic, social and personal growth and development as they acclimate and transition to RC.

TIME COMMITMENT: Although it is difficult to quantify the scope of a role like that of a Greek Life President, a Greek Life President can expect to put in at least an average of 20 hours/week. Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of a Greek Life President position throughout the year. A Greek Life President is to be available and accessible to the Center for Student Life, the Greek organization's sponsors and all Greek organization members .

The position of a Greek Life President is a one academic year commitment. Reappointment is not guaranteed, but may be based upon: an exemplary performance record, the successful completion of all interviews and applications and the student body vote. The Student Body President's performance is under continuous evaluation so as to maintain the highest possible standards. Failure to meet any of the qualifications or responsibilities listed in this agreement or specified by the Student Engagement Staff may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.