Assistant Greek Coordinator
2013-2014 Application Packet

October 31st, 2012

Dear AGC Candidate:

Thank you for your interest in applying to be an Assistant Greek Coordinator for the Fall 2013 - Spring 2014 school year! Within this document you will find useful information that will help you better understand the scope and breadth of the position.

The attached application sheet and all requested documents must be completed in their entirety and returned to the Office of Fraternity/Sorority Life in 404 Warren Hall no later than 5:00 pm on Friday, November 16th, 2012.

After the application is turned in, it will be reviewed by the Fraternity/Sorority Life staff. Candidates will be notified on Monday, November 26th, 2012 if they have been selected to move forward in the hiring process.

Invited candidates will first be asked to participate in a group interview process on Wednesday, November 28th, 2012. If selected to move forward in the process, candidates will be asked to make a 5-7 minute presentation during the week of December 3-7, 2012. Position offers will be made on Friday, December 14th, 2012.

Individuals hired for the 2013-2014 school year will be trained by the current AGC staff and the Coordinator for Fraternity/Sorority Life during the spring semester at a mutually convenient time. AGCs will receive more information about the training process upon their return from the winter holiday.

Thank you for your time and dedication and I look forward to reviewing your application. Please feel free to contact an AGC or me with questions or concerns regarding the position or application or process.

Respectfully,

Adam Lindberg
Coordinator, Fraternity/Sorority Life
James Madison University
lindbeae@jmu.edu
(540) 568-7402
Mission Statement

The Assistant Greek Coordinator position provides trustworthy and efficient service to the members of the fraternity/sorority community at James Madison University in the areas of chapter operations, housing, mediation, programming, and risk management. We are committed to offering supportive, proactive resources to fellow fraternity and sorority members with a focus on consistency and dependability that builds and maintains a healthy 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 initiatives; identify 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), Leadership Institute 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

• Applicants must have a 3.0 cumulative grade-point average.
• Applicants must be an active member in good standing of their fraternity/sorority.
• Applicants may not hold any executive office within their fraternity/sorority or governing council.
• Applicants must be aware of their own strengths and weaknesses and demonstrate a willingness to examine each. They must also be positive, uplifting members of the fraternity/sorority community and able to work in a team atmosphere.
• Applicants must be able to examine issues in the fraternity/sorority community from an objective perspective and take a proactive stance towards improving the current situation.
• Applicants must demonstrate the ability to confront and mediate violations of James Madison University and Fraternity/Sorority Life policy.
• Applicants must attend all training sessions during the spring of 2013.
• Applicants with judicial strikes or other concerns will be considered on a case-by-case basis.
AGC Positions

• **Alumni Relations:**
  - Plan and implement the Mock Interview process
  - Plan/facilitate a program each semester for graduating seniors about alumni opportunities and responsibilities.
  - Plan at least one Spring program to strengthen and support FSL Alumni relations

• **Risk Management:**
  - Facilitate registrations and approval process for alcoholic events
  - Educate chapter leaders on the Alcohol Policy Event Management Procedures
  - Train AGCs and chapter leadership in the facilitation of Risk Management Education Programs

• **Programming (two positions available)**
  - Plan/facilitate one active and one passive program per month that address the needs of the fraternity/sorority community.

• **Housing:**
  - Serve as the Liaison to the Office of Residence Life
  - Assist in the training and supervision of sorority house managers
  - Supervise house manager programming
  - Conduct and document weekly health and safety inspections of Sorority houses

• **PR & Marketing:**
  - Coordinate FSL social media initiatives
  - Assist other staff and community in promoting programs and events
  - Assist with managing the FSL Website
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General Information

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<tr>
<th>Name:</th>
<th>Email:</th>
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<tbody>
<tr>
<td>Student ID:</td>
<td>Phone Number:</td>
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<tr>
<td>Campus Address:</td>
<td>Permanent Address:</td>
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<tr>
<td>Year in School:</td>
<td>Cumulative GPA:</td>
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<tr>
<td>Major:</td>
<td>Minor:</td>
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<tr>
<td>Fraternity/Sorority:</td>
<td>Semesters in Org:</td>
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Attachments

I. Resume
   • Resume should include previous work experience (position, employer, dates, etc.)
   • Resume should also include all extracurricular activities (activity/organization, office(s) involved, responsibilities, dates, etc.)

II. Recommendation
   • A letter of recommendation from a chapter advisor or chapter executive board member must be included with your application. The recommendation should comment upon your leadership skills, work experience, chapter involvement, and overall character. They should be attached to the application.

III. Open Response
   • Please type your response to the below question and attach it to your application. The response should be double-spaced and should not exceed 500 words.

   “How do you personally live your organization’s values on a daily basis?”

IV. Ranking of Preferred Positions
   • Please rank your preferred AGC position – “1” being the most preferred, and “5” being the least preferred.

   ____ Alumni Development
   ____ Risk Management
   ____ Programming (two positions available)
   ____ Housing
   ____ Public Relations and Marketing
During the final round of interviews you will be asked to give a 5-7 minute presentation on one of the topics below. Creativity is certainly encouraged, however we ask that set-up time and technology needs are kept to a minimum (computer and projector, etc.). Following your presentation, members of the F/SL staff and community will ask you questions related to your presentation and interest in the AGC position. You will also be free to ask any questions that you may have.

**Presentation Topics**

1. Programming is very important to the development of our community because it allows our members to connect with others that they might not have otherwise had the chance to know. Programs are also designed to reach students at different development levels and provide them opportunities to gain knowledge and skills that will aid them in becoming a more well-rounded individual.
   a. Identify a population within our community (Freshman/Sophomore/Junior/Senior, Chapter Leadership/General Membership, etc.). Develop a program that you believe would be of interest to that population and would add value those who attended the program, and present the key aspects of the program to the interviewers.

2. It is very important that fraternities and sororities develop methods for remaining in contact with alumni, as these individuals are sources of advice and support for our chapters.
   a. Based on a program that is already in place at JMU or one that you have created yourself, develop a program that will attract Greek alumni to come back to campus and reconnect with each other and their chapters. Present the key aspects of the program to the interviewers.

3. Whether we’d like to admit it or not, fraternities and sororities are constantly in the public eye, and not always because of the great things we do. The media plays a large role in how we are perceived by others.
   a. Identify what you perceive to be the biggest threat to fraternities and sororities at JMU and introduce both a short and long term solution to the problem. Present the key aspects of the solution to the interviewers.

4. It can be said that Greek Life is a web of interwoven communities. On one hand, we are members of our individual chapters, however we are also part of a larger Greek community and of course part of the JMU community.
   a. Identify three aspects of a good community and discuss how they can be implemented, both on Sorority Row and amongst the fraternity houses throughout the city of Harrisonburg. Present the key components of these aspects to the interviewers.

5. David Ogilvy once said, “Advertising is a business of words.”
   a. Discuss how this statement might apply to programming inside of our community, and how you would “start the conversation” in our community about a program or initiative. Present the key aspects of this conversation to the interviewers.