

**Greek Coordinator
Kean University**

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Posted Mar. 24, 2025, set to expire Jul. 21, 2025

Job Title	Greek Coordinator
Department	Center for Leadership and Service
Institution	Kean University Union, New Jersey
Date Posted	Mar. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Greek-Coordinator--Center-for-Leadership-and-Service_R3375-1

Apply By Email

Job Description

Center for Leadership and Service

Coordinator for Student Involvement - Greek Life

Under the supervision of the Director of the Center for Leadership and Service, the Coordinator for Student Involvement – Greek Life (Professional Services Specialist 3) oversees the coordination and development of Fraternity and Sorority Life programs. The Coordinator provides leadership and support to foster the growth and sustainability of Greek-letter organizations, ensuring alignment with the university's mission and values.

The Coordinator develops, implements, and assesses initiatives that promote leadership development,

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community engagement, academic success, and social responsibility among fraternity and sorority members. This position works collaboratively with student leaders, alumni advisors, campus partners, and national headquarters to ensure compliance with university policies and risk management guidelines.

The Coordinator is also responsible for advising governing councils, coordinating recruitment and intake processes, and facilitating training and workshops. This position fosters a sense of belonging, enhances student engagement, and contributes to the retention and overall success of fraternity and sorority members. *This position requires travel and a flexible schedule including evening and weekend hours.*

Qualifications: Bachelor's degree from an accredited college and two years of professional experience in student development, leadership, or a related field is required. A Master's degree in a related field may be substituted for one year of the required experience. Candidate must demonstrate the ability to advise and counsel Greek Senate and all fraternity and sorority life in the areas of event planning, organizational development, and budget development; possess excellent interpersonal, oral and written communication skills; strong organizational skills; and knowledge of Microsoft Suite. Experience with Anthology Engage, Territorium, Ellucian Datatel, Intuit QuickBooks, and other student engagement platforms is highly preferred.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact