



Position: Coordinator of Student Involvement
Department: Center for Student Involvement

Position Summary

The Coordinator of Student Involvement will coordinate and manage Fraternity and Sorority Life, Club Sports/Intramurals, Student Organizations, and Family Programs. Reporting to the Director of Student Involvement, this position plays a critical role in fostering a vibrant, engaged, and inclusive campus community. The Coordinator supports student development through leadership education, policy implementation, program assessment, and supervision of student leaders and staff. This is a full-time exempt position that requires flexibility, including evenings and weekends.

Essential Functions

- Support the recognition, registration, and compliance processes for ~~all~~ student organizations.
- Develop, interpret, and enforce policies and procedures related to student organization operations and events.
- Provide training and ongoing support for student organization leaders, advisors, and campus partners.
- Facilitate initiatives that promote leadership development, collaboration, and community among student organizations.
- Review and approve organization and event documentation, contracts, and related materials.
- Serve as the primary administrator for fraternity and sorority life.
- Advise Panhellenic and Inter-Fraternity Councils and support chapter leadership development.
- Interpret and enforce institutional policies and national guidelines related to Greek-letter organizations.
- Oversee recruitment processes to ensure fairness, inclusivity, and compliance.
- Work closely with the Directors of CSI and Community Standards to respond to and manage conduct concerns, crises, and risk management matters within the fraternity and sorority community.
- Develop and implement educational initiatives focused on leadership, risk management, and organizational responsibility.
- Provide guidance and oversight for intramural and club sports programs, supporting student leaders in planning and implementation.
- Maintain organization records, event registrations, and involvement tracking systems; utilize data from Presence to monitor engagement trends and inform programming.
- Provide training for students and advisors on effective use of engagement platforms.
- Supervise and train student staff.



- Collaborate with campus partners to support major campus events, traditions, orientation, and early engagement initiatives.
- Implement communication strategies to keep students and advisors informed about involvement opportunities, policies, and deadlines.
- Serve as a liaison to campus advisors supporting student organizations.
- Ensure compliance with institutional policies and applicable regulations, including Title IX, hazing prevention, FERPA, and risk management standards.
- Coordinate and manage Family Programs to engage and inform families of enrolled students.
- Assist with strategic planning, goal setting, and assessment efforts.
- Perform other related duties as assigned.
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Required Knowledge, Skills, and Abilities:

- Familiarity with or sincere interest in learning about the mission of the College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of the College.
- Knowledge, understanding, and commitment to the principles of student development theory.
- Familiarity with fraternity and sorority life; Affiliation with an Inter/National Fraternity/Sorority organization preferred, but not required.
- Ability to establish objectives and work both independently and as a team member.
- Ability to assess, analyze, and evaluate programs, leadership initiatives, and overall student involvement experience.
- Strong written and oral communication skills, including public speaking ability to effectively communicate in a large group setting with administrators, faculty, staff, students, parents, and community members.
- Demonstrated strong interpersonal and relationship-building abilities to provide excellent customer service in a variety of contexts and diverse stakeholders, including external constituents such as national fraternity and sorority organizations.
- Knowledge of computer systems and software at a level to access and compile data necessary for assessment, reporting, and decision-making.
- Must be able to work a flexible schedule that may include evenings, nights, and weekends, as needed.
- Ability to solve problems related to work tasks; competence in mediation, conflict resolution, and customer service in higher education settings. Open to seeking assistance when necessary.

Minimum Qualifications: Bachelor's Degree in Education, Business Administration, Psychology, or related field with 3-5 years of related experience.



Preferred Qualifications: Master's Degree in College Student Personnel, Higher Education Administration, Student Development, Business Administration, or related field with 2 years of professional experience. Demonstrated experience in graphic design and event planning is highly preferred.

Cover letter and resume should be sent to csi@shc.edu

Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice.

This job description is not an employment agreement or contract.
