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# Example of Assistant Director Job Description

Our growing company is looking to fill the role of assistant director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant director

* Work with the undergraduate members of fraternities and sororities, alumni volunteers, and various University offices to execute goals and vision for department
* Supervise 4 full time staff members whose primary responsibilities are associated with Fraternity & Sorority Life
* Develop programs and services that foster a sense of community among Greek organizations, including regular meetings of council presidents and other intracouncil initiatives
* Serve as a liaison to House Corporations, University Housing, and Facilities Management for housing issues and concerns
* Oversee and manage the on campus Greek housing experience at Vista Del Sol & ADelPhi1
* Supervise chapter extension and expansion, colonization or re-colonization process
* Oversee major programmatic efforts of department
* Assist in the development of curriculum and training related to risk management and harm reduction and hazing
* Along with Association Director, provide on-call (24 hours) emergency support to the fraternity and sorority community
* Lead on-going strategic planning process for Fraternity and Sorority Life inclusive of the development of long-term goals and annual objectives for Fraternity and Sorority Life playbook

## Qualifications for assistant director

* Demonstrated commitment and ability to practice open and effective communications with students
* Evidence of a Master's degree in Higher Education, Communication, Justice Studies, or a related field preferred
* Demonstrated knowledge of student development concepts and theories
* Demonstrated knowledge of issues pertaining to student disciplinary procedures and student conduct
* Strong interpersonal skills and oral, written, and listening communication skills
* Demonstrated senior level experience working in a large, highly structured environment with complex problems and requirements