Position Descriptions and Role Specific Qualifications

Administrative Operations (2 positions)
Administrative Operations Ambassadors are responsible for ensuring the smooth operations of the physical center space and the community administrative tasks.

Roles & Expectations:
- Create and send a weekly Calendar through the listserv every Monday containing:
  - CFSD events
  - Cultural Center Events
  - Academic Achievement Center workshops
  - Founder’s days
  - Other Pertinent information
- Keep the Council Office neat; create and/or maintain a system to follow up with organizations about their mail and the items they store in the office.
- Control the Center reservation process with student organizations:
  - Answer emails regarding reserving space
  - Update the calendar to reflect reserved meetings/events
  - Communicate unique set-up needs to Center Crew and other staff members in advance of reserved events.
- Recommend purchase of new supplies, décor and equipment to enhance space and services.
- Come up with monthly themes for the Center
  - Decorate the bulletin board accordingly
  - Provide information regarding the theme to educate visitors
- Plan monthly programs/activities to bring students to the center including but not limited to:
  - Trick or Treat in the U
  - Open Houses (Family Weekend, and CFSD)
- Assist in the tracking of Expectations of Excellence (EoE) requirements
- Send email to presidents about upcoming EoE deadlines
- Update the calendar on the website.

Marketing Communication (2 positions)
Marking Communication Ambassadors (MCAs) play an integral role in promoting the fraternity and sorority community. To that end, MCCAs are expected to engage the community by actively maintaining the Center for Fraternity and Sorority Development media.
Role & Expectations:

- Manage marketing, develop social media campaigns, and create content prior to events to be disseminated in accordance with the CFSD communication calendar and established deadlines.
- Write, edit, and proofread creative copy content for newsletter, email marketing, social media, and website to attract and engage stakeholders (students, alumni, parents, faculty/staff, etc.)
- Engage with followers, influencers, and others across different channels to attract and retain followers and communicate professionally on behalf of CFSD
- Take leadership in developing monthly e-newsletters (typically the last Friday of every month) covering topics from the previous and upcoming month such as:
  - Senior Spotlight
  - Community Ambassador blogs/articles
  - Previous and Upcoming events
  - Chapter Highlights
  - Center Announcements
- Content creator for CFSDs social media platforms
  - Create social media initiatives to increase followership
  - Schedule daily social media posts
  - Create digital initiatives to engage alumni
- Coordinate CFSD Photoshoot
- Organize CFSD promotional video
- Design advertising and promotional materials for CFSD activities
- Attend chapter, council, and CFSD events to highlight community happenings
- Proofread each content before posting

Additional Qualifications:

- Experience managing a business/organizational social media account and creating content that engages the target audience
- Familiarity with and experience using photo and video editing software (Adobe, Canva, etc.)
- Enrolled in a related major (Communication, Digital Media & Design, Marketing) is strongly preferred.

Educational Initiatives (3 positions)

Educational Initiatives Ambassadors (EIAs) play an integral role in supporting the student development goals of the Center for Fraternity and Sorority Development. To that end, EIAs are expected to engage the community by actively developing and facilitating programs, keeping a pulse of the learning needs of the community, and leading several CFSD events.

Role & Expectations:

- Assist with the planning and execution of CFSD sponsored educational programs, as needed. This shall include, but is not limited to, National Hazing Prevention Week, Arête Leadership Academy, and the Emerging Leaders Conference.
  - Plan and facilitate at least one educational session for the Arête Leadership Academy
- Plan Greek Emerging Leaders Conference and the follow up activities/initiatives
- Facilitate the monthly Presidents’ Forum (Fridays, 1:15-2:30pm) and provide continuous leadership development for chapter/council leaders
- Assist in planning and delivery of mandatory workshops and roundtables.
- Facilitate one program/workshop per semester under one of the EoE educational program categories
- Plan and implement Ritual Celebration Week

**Additional Qualifications:**

- Experience developing and facilitating educational workshops for college age students
- One year of fraternity/sorority chapter and/or governing council leadership experience - significant other

**Community Building (3 positions)**
Community Building Ambassadors (CBAs) are responsible for engaging and uniting the fraternity and sorority community through social activities and other programs.

**Roles & Expectations:**

- Plan and implement events regularly to bridge any gaps that exist within the fraternity and sorority community. Historically, this has included: Fall Fest, Greek Week, Arête Awards, etc.
- Facilitate Project Synergy, a new member event, annually
- Create and implement a successful senior engagement initiatives
- Organize two community service events and one philanthropy event for the community
- Assess needs of community to inform event planning process