



## Panhellenic Support Specialist

The National Panhellenic Conference (NPC) seeks an energetic and team-oriented individual to assist in carrying out our mission by supporting our College and Alumnae Panhellenic Associations and Panhellenic committees. The Panhellenic Support Specialist will be one of three staff members working together in the Panhellenics area to provide assistance and resources to volunteers, campus partners and member organizations. The ideal candidate will be detail-oriented, passionate about the sorority experience and possess strong interpersonal skills. The salary range is \$35,000-\$38,000 annual with an anticipated start date of early July.

### Essential Functions:

- Serve as a staff liaison to College and Alumnae Panhellenic Associations and the volunteers who work with those associations.
- Build relationships with and serve as resource to fraternity/sorority advisors and other campus partners.
- Serve as liaison to member organizations' chapter services department, or similar, to share and receive Panhellenic support and resources.
- Review and evaluate campus concerns, policies and documents (campus relationship agreements) for requirements that infringe upon the rights of private member organizations.
- Communicate and follow up with campus concerns, policies and documents with constituencies as appropriate (fraternity/sorority advisors, member organizations, fraternal partners).
- Collaborate with other staff and volunteers to create and distribute communications, web resources and newsletters to Alumnae and College Panhellenics.
- Collaborate with other staff to develop, present and evaluate training/education programs on Panhellenic topics including assisting with the planning and execution of College Panhellenic Academy.
- Organize and execute annual awards programs for Alumnae and College Panhellenics.
- Travel as needed to participate as a team member during NPC programs and campus visits.
- Provide ongoing support of FS Central (database) including maintenance and user-support.
- Collaborate with other staff to support the Release Figure Methodology (RFM) Committee and process RFM reports for designated campuses.
- Attend and participate in National Panhellenic Conference sponsored programs and events as needed.
- Other duties as assigned.

### Qualifications:

- Bachelor's degree from a four-year college/university required.
- Knowledge of NPC member organizations through employment or inter/national volunteer service required.
- Graduate degree in higher education/student personnel and two to three years of previous professional experience preferred.

Please submit resume and letter of interest to NPC Chief Operating Officer Jenny Greyerbiehl at [jenny@npcwomen.org](mailto:jenny@npcwomen.org). Priority will be given to applications received before May 1, 2019.