EASTERN KENTUCKY UNIVERSITY
Greek Floor Leader Job Description

DIVISION: University Housing
REPORTS DIRECTLY TO: Residence Hall Coordinator of assigned hall
PAY: Hourly pay rate and a reduced room rate

OBJECTIVE: The GFL is responsible for the overall development of a community atmosphere on the floor(s) he/she is assigned to.

MINIMUM QUALIFICATIONS:
I. Grade Point Average Qualification
   • 2.25 Cumulative GPA is required to apply, and must be maintained.
II. Housing Qualification
   • Must have lived on a college campus in the residence halls for at least two semesters.
   • Must be in good standing with the Office of Student Rights and Responsibilities.
   • Must be an active member of a chapter who is in good standing within the chapter.

RESPONSIBILITIES:
I. Student & Community Development
   • Establish, develop, and maintain an open relationship with each member of the floor community and with all residents of the Greek Towers.
   • Conduct floor meetings as needed with a minimum of a floor meeting before every building closure and at every semester opening.
   • Assist residents in adjusting to roommates, floor mates, the Greek Towers and the University community.
   • Encourage resident involvement on campus.
   • Understand and utilize University resources to assist students and direct students to these resources.
   • The GFL will be a liaison between EKU and the respective floors’ Chapters. It is expected that the GFL and Chapter(s) President communicate on all related floor matters.
   • The GFL will coordinate the new member move-in following recruitment and room change periods.
   • Actively participate in using the MAP-Works program by reviewing student profiles, meeting with students, and writing notes.

II. Crisis Management
   • Carry out departmental guidelines for helping residents and dealing with emergencies.
   • Respond appropriately as outlined in the Student Staff manual and according to University Housing policies and procedures.

III. Administrative Functions and Duty Coverage
   • Be on duty for the building one night every other week, (from 6 p.m. to 8 a.m.); and one weekend per month (continuous coverage throughout the weekend). Responsibilities include but are not limited to rounds in both Towers, interacting with students, and assisting with lock-outs. All duty nights require the GFL to be present IN the building and accessible by a local telephone number if not in his/her assigned room.
   • Provide Holiday coverage distributed as equitably as possible among the GFL staff for each building.
   • Attend and actively participate in weekly 1-1 meetings with assigned Residence Hall Coordinator as well as weekly staff meetings.
   • Work weekly desk hours as assigned. Work weekly administrative hour as assigned.
   • Perform all administrative assignments by given deadlines.
   • Responsible to actively use the MAP-Works Program including: promotion of surveys, review of materials, and making notes.
   • Participate in all hall openings and closings each semester, move-in mania, and campus wide events sponsored by Student Affairs.
   • Participate and complete all assignments in all training sessions.
   • Assist the RHC in monthly room inspections.
   • Perform other duties as assigned.

IV. Student Conduct
   • Enforce all University regulations with consistency and fairness.
   • Confront individuals and/or groups participating in violations of University Policy.
   • Document and refer all disciplinary situations to the RHC within 24 hours.
   • Attend Judicial Committee hearings as scheduled by the Office of Student Rights and Responsibilities.

VII. Additional Requirements
   • Must reside in the residence hall assigned and sleep in the residence hall assigned Sunday through Thursday night. Permission may be granted by the Residence Hall Coordinator for exceptions.
   • Due to the training schedule the GFL will not be able to be an Orientation Leader.
   • GFL will return to campus two weeks prior to the start of the fall semester to participate in training activities.
   • The GFL position is considered primary above all other activities except academic work. GFLs may work at an outside job, however, for no more than 10 hours each week.
   • Be a positive role model and University Representative.
   • Abide by all policies and procedures as outlined in the Guide to Residence Hall Living and the University Handbook for Students.
   • Abide by all city, county, state, and federal laws.