



CHAPTER SERVICE CONSULTANT POSITION DESCRIPTION

Chapter Service Consultants (CSCs) are the front-line staff of the fraternity. Chapter consultants provide onsite visits and leaderships consulting services to all Alpha Delta Phi chapters and affiliates. Chapter consultants advise undergraduates in all areas of Fraternity programming, promote positive change and continued success within chapters, develop a professional network, and improve their leadership and communication skills.

Title	Chapter Service Consultant
Type	Full Time
Reports To	Executive Director
Minimum Qualifications	<p>Bachelor's degree and experience with relationship building and project management. The ideal candidate will have:</p> <ul style="list-style-type: none">• Initiated member of the Alpha Delta Phi Fraternity• Outstanding interpersonal and communication skills• Positive attitude and a strong sense of teamwork• Project management and people management experience• Valid driver's license, clean driving record, and vehicle with valid insurance• Valid passport (U.S. applicants must be able to obtain entry into Canada)
Preferred Qualifications	<ul style="list-style-type: none">• Experience working with campus professionals, undergraduate students, and alumni leaders• Previously elected Chapter officer or other elected chapter position• Independent travel experience• Familiarity working in remote settings
Time Allocation*	<p>70% - On-Site Chapter Development Support 20% - Chapter Recruitment & Retention Support 10% - Conference Support & Facilitation</p> <p><i>*Actual time allocation varies by individual circumstances</i></p>
Term of Appointment	At least one year
Start Date	June 1, 2022

COMPETANCIES

Planning	Exhibits skills in advance planning, coordinating logistics, and proactive communication about future events, pays close attention to details.
Program Development	Demonstrates knowledge of Alpha Delta Phi's current membership programs, procedures, and polices. Has the ability to modify and adapt programs to specific campuses based on their unique profile and needs.
Facilitation & Presentation	Knowledgeable & skilled in delivering content to and facilitation both large and small group programs to undergraduate, alumni, and campus professionals.
Foster Collaboration	Works in partnership with others to achieve results; develops positive and lasting relationships with campus professionals and other interfraternal peers.
Achieve Results	Demonstrates and creates as sense of urgency and commitment for achieving results. Including performance metrics such as memberships goals, annual reports, chapter GPA, chapter size, and advisor engagement.
Demonstrate Initiative	Ensures execution of work tasks needed to accompli organizational goals with minimal oversight.
Use Sound Decision Making & Judgement	Effectively and critically examines issues and problems and makes judgements in line with organizational values and established practices.
Change Management	Anticipates and plans for rapidly changing environment; adapts quickly to change.
Innovation & Strategic Thinking	Takes risk and challenges the process; considers the long-term implications of daily work through critical thinking and/or assessment.
Manage & Develop Others	Contributes to the personal and professional growth and development of direct report & other team members; exhibits a strong sense of accountability for self and others on the team.

OVERALL JOB RESPONSIBILITIES

1. Work with undergraduate members, officers and alumni to support Alpha Delta Phi chapters.
2. Assist with recruitment and new member retention at a chapter level.
3. Promote self-governance and internal accountability.
4. Partner with college/university administrators to provide meaningful educational training, support and guidance to Alpha Delta Phi chapters and affiliates.
5. Represent Alpha Delta Phi at regional interfraternal and higher education conferences.

6. Provide 4-6 day, on-site chapter development visits to advise on chapter operations, finances, recruitment and health/safety needs.
7. Sustain each individual chapter's connection to the International Fraternity to ensure the necessary resources are provided and available.
8. Instill the values and positive traditions taught within Alpha Delta Phi ritual/initiations and new member education.
9. Coach and evaluate affiliates using the SMART Standards scoring system.
10. Financial consulting and advising which provides balanced budgets and ensure chapters are meeting their financial commitments.
11. Ensure collections of approximately \$400,000 in account receivable.
12. Assisting chapter's in philanthropic and literary programming efforts.
13. Facilitation at regional and international educational conferences/conventions.
14. Education on proper health and safety procedures.
15. Help mitigate judicial issues through collaboration with university administration.

BENEFITS

1. Health, Dental, Vision coverage
2. 401K plan available with employer match
3. Housing reimbursement; limited housing (partially furnished) in Minneapolis, MN
4. Meal per diem when traveling for business
5. Paid business iPhone
6. Flexible paid vacation/personal time
7. Career development opportunities
8. Alumni contacts and networking
9. Extensive travel experience
 - Business travel expenses paid
 - Mileage reimbursement
 - Keep your airline/hotel loyalty points

HOW TO APPLY

Applications are accepted and review on a rolling basis, with the primary hiring period being in February-April. Hiring decisions will be made in late April with a training and start date in June. Preference is given to applicants who submit all materials before the deadline.

Interested persons should submit their application, cover letter, resume and two (2) professional reference before March 31, 2022. Please send all material in one email to: office@alphadeltaphi.org.