



## **Educational Consultant 2018- 2019**

**Position Title:** Educational Consultant

**Organization Background:** Founded in 1899, Alpha Sigma Tau is a national Sorority committed to developing scholars, philanthropists, leaders, and sisters. We invest in women by instilling the skills necessary to navigate life and inspire members to enrich their own lives and the lives of others.

**Position Summary:** The Alpha Sigma Tau Educational Consultants model and promote the values, principles, and obligations of Alpha Sigma Tau while working with a variety of constituencies, including new and collegiate members, prospective new members, alumnae and volunteers, and college/university professionals.

Educational Consultants work with assigned client chapters to provide coaching on chapter operations and management, membership growth and retention, organization development, and Sorority initiatives. In addition, Educational Consultants may also be assigned to work primarily with extension and colonization efforts at one or more locations during the 2018-2019 academic year.

The Educational Consultant is a full-time exempt position. The position requires approximately 90% travel away from home with extended periods of time without return.

**Position Term:**

Alpha Sigma Tau is accepting applications for a June 2018 - May 2019 term, with potential for reappointment for an additional year based on performance and interest by selected candidates.

**Reports to:** Assistant Director of Chapter Services or Assistant Director of Growth and Extension

**Qualities of a Successful Educational Consultant:**

- Recent college graduate and available for start date in June 2018
- Represents the values and driven by the mission of Alpha Sigma Tau
- High degree of professionalism
- Ability to function autonomously, as well as within a team
- Outgoing, energetic, and enthusiastic attitude
- Ability to effectively manage multiple projects simultaneously
- Attentive to detail
- Committed to member (customer) service
- Excellent communication and presentation skills
- Well-developed interpersonal skills that allow for successful collaboration with a wide range of constituents including collegians, university administrators, alumnae, and volunteers
- In-depth knowledge and understanding of the policies, procedures and Ritual of the Alpha Sigma Tau Sorority
- Thrives in an ever-changing work environment
- Trustworthy and acts with integrity

**Required Qualifications:**

- Initiated member of Alpha Sigma Tau in good standing
- Bachelor's degree
- Excellent oral, written, and non-verbal communication skills
- Highly motivated and able to motivate others
- Proven success in effective chapter management, recruitment, and membership retention
- Stamina and flexibility as consecutive days of travel are likely
- Possess a valid United States driver's license
- Ability to operate a motor vehicle
- Ownership of or full access to an insured motor vehicle
- Ability to travel independently
- Ability to lift 50 pounds

**Preferred Qualifications:**

- Experience in a high-level officer position within Alpha Sigma Tau and another student organization

- Intimate knowledge of and experience with College Panhellenic Association operations
- Knowledge of and experience with Alpha Sigma Tau and National Panhellenic Conference policies on recruitment and membership selection

**Job Responsibilities:**

1. Serve as the Sorority's key representative and operational "expert" for client chapters fostering strong relationships with various constituents
  - a. Serve as the primary Headquarters Staff contact for assigned client chapters.
  - b. Work with client chapters to develop, enhance, and strengthen chapter management and operations, membership recruitment, growth and retention, organizational development, and advisor engagement. Provide recommendations for improvement and alignment with Sorority expectations, procedures, and initiatives.
  - c. Facilitate in-depth goal-setting/programming sessions with chapters, working with officers, members, advisors and the university to assess, plan and motivate.
  - d. Develop resources, programs, workshops and presentations for use in assisting their constituencies, and train other staff members on their purpose, use and distribution/presentation.
  - e. Support the overall efforts and programs of the Sorority by attending various inter-fraternal meetings, facilitating educational and organizational development experiences, and assisting with the planning, preparation and execution of the national Sorority programs.
2. Serve as the primary, on-site extension consultant during extension and colonization, as needed.
  - a. Serve as the lead recruiter for colony new members with the expectation to recruit to average chapter size on campus. Recruitment efforts are expected to include delivering campus presentations, planning and hosting events, developing and executing an aggressive on-campus marketing plan, and working with a recruitment team to make membership selection decisions and distribute bids.
  - b. Facilitate the New Member Education Program and conduct all Ritual ceremonies for all new members of Alpha Sigma Tau. This will entail presenting all educational information and make up sessions and services to all new members.
  - c. Plan and execute sisterhood events for all colony members at regular intervals to foster connections.
  - d. Work directly with the Chapter Advisory Board to train them on chapter operations and to serve as the liaison between the Headquarters Staff and local volunteers.

- e. Manage initial chapter operations including finances, recruitment, and new member reporting.
- f. Coordinate the selection of colony officers, and train each colony officer in the details of her position.
- g. Work closely with the campus Fraternity/Sorority Advisor to manage campus expectations.
- h. Assist in the planning and execution of the Chapter Installation.
- i. Build relationships with colony members and serve as their model of an Alpha Sigma Tau member.
- j. Maintain consistent communication with the Assistant Director of Chapter Services.
- k. Attend campus events as a visible representative of the Sorority. This will include College Panhellenic Association meetings, Chapter President's meetings, All-Greek activities, and other events as needed.
- l. Complete other duties as assigned by the Assistant Director of Chapter Services or Associate Executive Director of Member Services.

**Compensation:** Compensation is competitive with industry standards. The position offers a payment rate of \$10.00/hour, and combines with non-taxed meal stipends, basic living expenses covered, and a benefits package including a retirement plan and health insurance program.

## **Application Process:**

Applications will be accepted and reviewed until December 4, 2017 or a June 2018 start date.

Interested applicants should submit the following via email to Brittany Booth, Assistant Director of Chapter Services at [bbooth@alphasigmatau.org](mailto:bbooth@alphasigmatau.org).

- Completed Alpha Sigma Tau Employment Application Form
- Letter of Interest
- Resume
- College transcript
- Responses to the following questions:
  1. Describe a complex situation in which you had to learn a lot, quickly. How did you go about learning, and how successful were the outcomes?
  2. Describe your successful experiences with Panhellenic recruitment.
  3. Describe your method of organization. What do you do to be organized, and what, if anything, do you feel you ought to do to be better organized?
  4. Describe the type of work environment you enjoy most. What personality types do you find easiest to work with? What personality types irritate you?
  5. How do you manage stress and maintain a balanced life? What do you need to do every day to feel good?
  6. Why are you the best candidate to deliver measured results for Alpha Sigma Tau?

Transcripts should be mailed to:

Brittany Booth, Assistant Director of Chapter Services  
Alpha Sigma Tau Headquarters  
3334 Founders Road  
Indianapolis, IN 46268

Questions regarding the position should be directed to Brittany Booth, Assistant Director of Chapter Services at [bbooth@alphasigmatau.org](mailto:bbooth@alphasigmatau.org) or 317-613-7564.