



## **Educational Consultant Position Description 2019 - 2020 Academic Year**

**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:** 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 2019-2020 academic year.

The Educational Consultant is a full-time, exempt position requiring a blend of at-home, remote work and business travel. For at-home work, it is necessary for a candidate to have access to a professional, quiet, and confidential space. For business travel, a candidate must have the ability and willingness to travel as assigned. The position may require residence on-site for extended periods of time for colonization efforts or new chapter support.

**Position Term:** Alpha Sigma Tau is accepting applications for a June 2019 - May 2020 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

## **Educational Consultant Competencies**

A successful Educational Consultant possesses and/or actively works to develop the following competencies:

### *Teamwork and Collaboration*

- Values and understands the importance of working together to achieve a common goal;
- Works effectively with others through building strong, interpersonal relationships;
- Models productive and healthy behaviors and strives to manage conflict effectively.

### *Critical Thinking and Problem Solving*

- Uses facts, knowledge, and experience to successfully analyze and solve a problem;
- Seeks information and asks questions to understand a problem or issue, and clearly communicates ideas and solutions effectively.

### *Communication*

- Clearly conveys her thoughts and ideas in a way that is understood by all audiences;
- Effectively engages an audience through presentation or facilitation.

### *Accountability*

- Understands accountability to be the actions, attitudes, and effort necessary to merge expectations with performance;
- Practices honesty and is forthright, even when it is difficult;
- Assumes responsibility for her choices and her actions and appropriately holds others accountable for meeting expectations.

### *Genuine Commitment*

- Possesses a strong affinity and pride for Alpha Sigma Tau;
- Articulates the mission and vision of Alpha Sigma Tau and understands how her work reflects the mission and vision;
- Prioritizes serving members and cultivating and sharing a positive member experience;
- Understands the expectations of members and upholds those expectations.

**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 and foster 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 policies, procedures, expectations, and initiatives.
  - c. Facilitate in-depth goal-setting/programming sessions with chapters and work with officers, members, advisors, and the university to assess, plan, and motivate members to achieve goals.
  - d. Develop resources, programs, workshops, and presentations for Alpha Sigma Tau's educational library and train others on the resources' 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 ceremonies 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 and/or Assistant Director of Growth and Extension.
- 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, Assistant Director of Growth and Extension, or Associate Executive Director of Member Services.

**Compensation:** Compensation is competitive with industry standards. The position offers a payment rate of \$24,000 annualized and a benefits package that includes health, dental, and vision insurance, as well as an employer-matched retirement plan. Non-taxed meal stipends, travel expenses, and basic living expenses are covered for all work-related travel and residence on-site at a colony or new chapter.

## Application Process:

Applications will be accepted and reviewed on a rolling basis, with priority given to applications received on or before February 6, 2019.

Interested applicants should submit the following in PDF form 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
- Résumé
- College transcript
- Responses to the following questions and scenarios:
  - a. 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?
  - b. Describe your successful experiences with Panhellenic recruitment.
  - c. Describe your understanding of accountability and why it is important to you. Why is accountability important in a group setting?
  - d. Describe a time where you had to work within a team to accomplish a goal and encountered a road block. What role did you take to ensure the team succeeded despite a challenge?
  - e. You are working with a chapter whose Executive Committee has expressed some concerns about communication within the committee. The President has described how this a lack of communication between Executive Committee members is impacting the chapter as a whole. As the Educational Consultant, what information would you want to know to help the Executive Committee solve this issue? Who would you involve to the officers help solve the issue? Why is effective communication important among Executive Committee officers?
  - f. 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 317-612-7564.