



Educational Consultant - Extension Job Description

Position Title and Purpose

Alpha Sigma Tau is establishing a new chapter at Purdue University in Indianapolis in Fall 2026 and is seeking an Educational Consultant to support this establishment. This role will **require relocation** to live on the campus for at least one semester or more. The **ideal candidate** will combine their enthusiasm for relationship building and member-based organizations with their ability to organize behind the scenes to meet project deadlines, prepare logistics, and work collaboratively with teammates, volunteers and stakeholders. This is a full-time, exempt role that will require re-location and potentially frequent travel.

Key Responsibilities

Extension and New Chapter Support

- Serve as on-the-ground project manager for new chapter establishments, overseeing the full execution of the extension plan.
- Live on-site during the establishment phase to ensure real-time coordination, collaboration, and continuity throughout the project.
- Lead the day-to-day coordination of recruitment logistics, schedules, and operations during the establishment process.
- Assist in post-establishment transition, ensuring smooth handoff to ongoing chapter support teams.
- Comfortable initiating conversations and building rapport with members, potential new members and campus staff.

Chapter Operations

Beyond the chapter extension responsibilities, the day-to-day work of an EC is to support a portfolio of client chapters both virtually and in-person to foster relationship-building. All ECs will work with their client chapters' officers and advisors to fulfill the following responsibilities:

- Provide focused coaching and intervention to help chapters implement actionable strategies to enhance the member experience
- Help chapters create specialized plans to encourage growth and member retention
- Cultivate a physically and emotionally safe environment for all members
- Respond to day-to-day chapter questions related to chapter finances, recruitment or operational needs
- Motivate and inspire members to make an impact on their campus and in the community

Education and Qualifications:

- Bachelor's degree required.
- Initiated member of Alpha Sigma Tau in good standing
- Legally eligible for employment in the United States

Core Competencies:

- Commitment to living our values, mission, vision, and policies and being a good representative of the Alpha Sigma Tau brand
- 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
- Strong project management skills, relationship-building, critical thinking, and problem-solving skills often through difficult or complete situations
- Proficiency in Microsoft 365 applications, Google Suite, Zoom, and other technology tools

Physical Requirements:

- 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

Location: This position will require re-location to Indianapolis, IN. Alpha Sigma Tau will provide housing while establishing the new chapter. This role is also subject to another possible re-location if another new chapter is established.

Salary: \$40,000/year annualized

Benefits: Health, dental and vision insurance. Paid holidays and personal time, and paid vacation time after 90 days of employment. Full coverage on non-taxed meal stipends, travel expenses and basic living expenses for all work related travel and long-term relocation.

Length of term: This is a term-based position and the ideal candidate would fill the role from June 2026 through June 2027. Potential for reappointment for 2027-2028 academic year is based on candidate performance and interest.

How to apply: Applications for a June 2026 start will be accepted and reviewed on a rolling basis with priority given to applications received by Sunday, May 17.

Interested applicants should complete the [Educational Consultant Application online here](#).

Applicants will need:

- An introductory video (4 minutes or less) addressing the following:
 - Who you are (name, chapter, major, hometown)
 - Why you are applying for the Educational Consultant job
 - Your top three skills or traits that would help you be successful in this role
 - One fun fact we should know about you
 - Why we should interview/hire you
- Résumé
- Unofficial transcript
- List of three professional, academic, or volunteer references including their name, relationship to you, the company/organization/department, their email address, and phone number
- Written responses to the following questions. *Note: We want you to be able demonstrate your ability to communicate effectively, develop your own ideas, and explain why you are a good candidate for this role in your own words.*
 - Describe your experience with growth and recruitment efforts in your chapter and on your campus.
 - Describe a situation where you had to learn a lot quickly. What was the situation, what did you need to learn, and what strategies did you use to learn it?
 - Describe a time when something did not go as you had planned or hoped. What was the situation, what happened, and what did you do as a result?

Questions regarding the position should be directed to Jamie Bider Introne, Director of Chapter Services, at jintrone@alphasigmatau.org or 317-613-7234.