



ASSISTANT DIRECTOR OF CHAPTER OPERATIONS

PRIMARY RESPONSIBILITIES

- Recruit, train, supervise, mentor and guide 20-40 Chapter Advisors with their position, including assisting with Chapter Council recruitment.
- Coordinate training and education efforts for the Chapter Council in general, as well as specific positions on the Chapter Council.
- Recruit, coach, mentor and guide Chapter Council members as appropriate and/or requested.
- Develop educational resources for Chapter Advisors and Chapter Councils.
- Assist with leadership and educational programs such as officer training, Elevate - International Leadership Conference and Grand Chapter.
- Cultivate and maintain positive relationships and demonstrate excellent customer service with all of our constituent groups, including undergraduates, advisor, alumni, parents/family members and university friends.
- Be present and actively engaged, either physically or on a Zoom call, for all 1:1 conversations, area meetings, staff meetings, etc.
- Submit semi-annual performance plans with projected areas of professional development and evaluation.
- Operate within the approved budget.
- Other projects as assigned.

BENCHMARKS FOR EVALUATION

- Monthly Chapter Advisor vacancy rate
- Percentage of Chapter Council positions with volunteers assigned and engaged
- Reported initiates/membership agreements completed (existing chapters and provisional chapters)
- Annual Report for Accreditation scores
- Awards and scholarship applications
- Tickets for educational programs
- Charters approved
- Accounts receivable
- Staff Recruitment
- Fall and Spring Planning documents submitted

Organizational Breakdown: Fraternity 100%/Foundation 0%

Breakdown: 20% Fundable