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ALPHA SIGMA PHI
alphasig.org

COORDINATOR OF PROVISIONAL CHAPTER DEVELOPMENT

Organizational Breakdown: Fraternity 100%/Foundation 0%
Breakdown: 20% Fundable

PRIMARY RESPONSIBILITIES

- Provide coaching, guidance and advising to provisional chapter leadership.
- Build positive relationships with undergraduates (officers and non-officers).
- Utilize the Chartering Benchmarks and Chapter Success Model as framework for coaching activities
- Assist in registration efforts for all educational programs.
- Be accessible and available to officers and members via in-person/virtual staff visits and general touch points.

BASIC RESPONSIBILITIES

- 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.
- Assist in reviewing all undergraduate resources annually.
- Assist with leadership and educational programs such as Responsible Sig, January Leadership Programs, 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, alumni, parents/family members and University friends.
- Visit new expansions to appoints chapter officers, coach them on their roles and responsibilities, and ensure the Provisional Chapter understands fraternity operating procedures.
- Assist the Director and Assistant Director of Provisional Chapter Development in all tasks as needed. Other projects as assigned.

DESIRED COMPETENCIES

- Problem Solving
- Empowering Others
- Customer Orientation

BENCHMARKS FOR EVALUATION

- Reported initiates/Membership Agreements completed
- Undergraduate award applicants
- Registrations for educational programs
- Retention amongst Provisional Chapters
- Chartering petitions approved
- Accounts receivable greater than one year
- Staff recruitment

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