

Job Description

Delta Gamma Collegiate Development Consultant

Relationships

- Reports to the Vice-President: Collegians and the Assistant Executive Director.
- Maintains internal relationships with collegiate chapter officers, advisers, Council, Cabinet and Executive Offices staff, primarily the Collegiate Development Specialists.
- Maintains external relationships with Deans of Students, Panhellenic/Greek advisers and other university administrators.

Job Duties and Responsibilities

- Works for approximately nine and a half months, between late June (OTS/Convention) and the end of April (CDC Wrap Up).
- Attends all training sessions in their entirety: one week in June at Officers Training Seminar/Convention for training, three to four weeks starting in mid July for training, five days in January for In-gathering and one week at the end of April for Wrap-Up.
- Makes five to seven day visits to approximately 13 chapters per semester.
- Meets with every CMT officer and directors to review their responsibilities. Also meets with advisory team chairman, other advisers, house director, Dean of Students and/or Panhellenic/Greek adviser, and other university administrators.
- Attends chapter, chapter management team, honor board and new member meetings. May participate in other chapter, crew, adviser, alumnae, house corporation, Panhellenic and senior events.
- Educates/trains members and new members in leadership skills, slating, elections, transition, recruitment preparation workshops and formal/informal recruitment procedures as well as advisers as needed.
- Requires members to abide by the Statement of Obligation and chapter to enforce the Fraternity Constitution, policies and procedures.

Expectations

- Files all visit reports to Executive Offices within 10 days from departing a chapter.
- Evaluates and makes recommendations to Council/Cabinet for follow-up and/or assistance.
- Corresponds with chapter, CMT officers, advisory team chairman, Greek/Panhellenic adviser, etc., immediately following visit.
- Serves as a communications/public relations liaison for the Fraternity.
- Analyzes and assesses collegiate chapters and individual officers for strengths and challenges and develops programs specific to their needs.
- Aids chapter officers in the discovery of new resources and alternative chapter programming and administrative approaches.
- Motivates chapter to work toward excellence.
- Recognizes and facilitates solutions to chapter concerns/problems.
- Files monthly expense and log for exempt activity reports.

Requirement

Delta Gamma employees must be eligible to work in the United States on a permanent basis (US citizen or Permanent Resident) without sponsorship.