



Delta Gamma

1873

Job Title: **collegiate development specialist**
Department: Member Services
Reports to: assistant director for collegiate development
FLSA Status: exempt; full-time (37.5 hours/week)
Location: Columbus, Ohio or remote

Application Link: <http://bit.ly/EORecruitment>
Application Deadline: May 5, 2022

Job Summary:

- To act as a liaison between Executive Offices and various University administrators, including Deans of Students and Panhellenic/Fraternity/Sorority Advisors to foster strong professional relationships and/or explore opportunities to bring Delta Gamma to their campus.
- To serve as an integral part of the collegiate development program to direct, assess and improve chapter efforts, working confidentially with the Council Trustee: Collegians, Fraternity Directors, Director of Member Services & Special Projects, regional teams and other Executive Offices staff.
- To supervise the external operations of collegiate chapters, including new chapters, and respond to chapter incidents in assigned regions.
- To manage collegiate new chapter growth in assigned regions.
- To build and maintain a strong working relationship with the Executive Offices staff, Council, Cabinet, regional teams, collegians, alumnae and advisers.
- To perform assigned duties in conformity with the Constitution and policies of the Delta Gamma Fraternity and Foundation

Essential Functions:

- Educate members, new members, and advisers (as necessary) about leadership skills, Delta Gamma procedures, risk management best practices, and personal and chapter development.
- Participate as a core member of various Fraternity teams such as extension, crisis management, chapter incident, etc.
- Execute the responsibilities of Fraternity Assessments (membership reviews) and Chapter Closures, as needed.
- Execute the responsibilities of extension opportunities and any resulting establishments/re-establishments of collegiate chapters in assigned regions, as needed.
- Supervise the authorization process for chapter Initiations.

- Assess risk management patterns and develop intervention strategies for chapters demonstrating risky behaviors or experiencing a crisis situation, in an attempt to prevent crises from reoccurring, and inform Fraternity-wide prevention efforts.
- Supervise various member status change processes including resignations, expulsions, early alumnae status, transfer forms and fifth year alumnae status, and develop strategies to improve member retention.
- Respond to questions and problems regarding general Fraternity procedures and issues, such as Anchorbase, roster changes, reporting, and/or collegiate concerns.
- Recognize, diagnose problems, and facilitate solutions to chapter concerns/problems.
- Support vision of Council, especially Fraternity Council Trustees: Collegians, Fraternity Programming, and Membership. Enforce Statement of Obligation, the Fraternity Constitution, and all policies and procedures.
- Monitor chapters in assigned regions and collaborate with regional teams for chapter development and improvement.
- Travel for extension-related responsibilities and/or to provide education, intervention, or assistance to collegiate chapters, as necessary (approximately 20-40% of time).

Qualifications:

- Demonstrated commitment to creating inclusive environments where belonging is valued
- Bachelor's Degree is required; advanced work in or demonstrated understanding of student development theory and college administration preferred.
- Membership in Delta Gamma Fraternity required.
- Knowledge of Delta Gamma Fraternity and ability to interface with various publics including volunteer leadership and college administrators.
- Excellent customer service, assertiveness, leadership, problem-solving, communication skills, organizational skills, and facilitation skills.
- Experience as a Delta Gamma chapter officer and/or with campus leadership involvement (i.e. student government, Panhellenic leadership, campus organization officer, etc.).
- Ability to travel 20-40%.