



Job Title: **Collegiate Development Consultant**
Department: Training, Development, and Member Experience
Reports to: associate director for education & consultants
FLSA Status: Exempt; Full-time

Job Summary

- Collegiate Development Consultants (CDCs) are recent college graduates who devote a full year to supporting collegiate Delta Gamma chapters across the United States and Canada by traveling to them and providing leadership development, education, and guidance to assist collegians and chapters to reach their full potential.
- Serve as a brand ambassador for the Fraternity
- Maintain internal relationships with collegiate chapter officers, advisers, Council, Cabinet and Executive Offices staff
- Perform assigned duties in conformity with the Constitution and policies of the Delta Gamma Fraternity and Foundation

Essential Functions

- Provide support to collegiate Delta Gamma chapters, facilitate presentations, and gather information to be communicated to the larger Fraternity
- Educate and train collegiate members on leadership skills and chapter operations in accordance with the Fraternity Standards for Collegiate Chapters
- Coach chapter officers and directors
- Communicate with volunteers in preparation for supporting chapters
- Meet with volunteers and university staff as needed
- Attend and take an active leadership role in chapter, chapter management team (CMT), Honor Board and new member meetings. May participate in additional chapter, recruitment, committee, adviser, alumnae, house corporation, Panhellenic and other chapter events
- Analyze and assess collegiate chapters and individual officers to determine strengths and areas for improvement; help determine actions to address areas in need of improvement; observe and report on chapter culture; plan, develop and apply programming specific to established needs and motivations of chapters and officers
- Recognize and report on situations that pose potential liability or risk to the chapter and Fraternity
- Evaluate collegiate chapter adviser needs and communicate those needs to the staff and volunteers
- Assist with new chapter and extension support when applicable
- May be assigned to specialized new chapter visits focusing on recruitment efforts, officer transitions, risk management or another specified purpose
- If applicable, serves as the on-site Fraternity liaison for a new chapter

- When assigned, assists with establishment promotion and execution, oversees initial new chapter development (in conjunction with assistant director for growth and development and growth and development specialist leading all new chapter, Honor Board and new Member meetings and ensures new chapter has met all requirements for Installation.
- Oversee new chapter elections and executes thorough transition of all new chapter officers; continue to meet with and coach officers following Installation
- Uphold the Statement of Obligation with members and chapters to enforce the Fraternity Constitution, policies, and procedures
- May be asked to perform additional responsibilities, determined by the associate director for education & consultants and/or assistant director for growth and development/growth and development specialist (while at a new chapter)

Expectations

- Aids chapter officers in the discovery of new resources and alternative chapter programming and administrative approaches
- Motivates the chapter to work toward excellence
- Recognizes and facilitates solutions to chapter concerns/problems
- Evaluates and make recommendations to Council/Cabinet/staff for follow-up and/or assistance
- Corresponds with CMT officers, volunteers, etc., immediately following the visit
- Make and provide detailed analysis and proposed action plans related to chapter visits and provide written reports to the Fraternity
- Schedule weekly calls with the associate director for education & consultants
- Participate in bi-monthly team calls
- Participate in additional trainings
- Files monthly log for exempt activity reports
- Track, manage and report expenses utilizing a provided budget
- Balance and maintain budget for self and possibly chapter
- Attend all training sessions in their entirety
- Participate, facilitate, and assist with additional department events and programs as needed
- Correspond regularly and consistently with chapter officers, Fraternity volunteers, Fraternity/Sorority Advisors, and other important stakeholders
- Additional travel may be needed to assist in events managed by the Fraternity.

Minimum Qualifications

- Must be a Delta Gamma member in good standing with the Fraternity
- Must be authorized to work in the United States without sponsorship
- Bachelor's degree is required. All undergraduate coursework must be completed, and the degree conferred prior to start so as not to interfere with full participation in employment obligations.
- Excellent customer service, communication, organizational, leadership, conflict management and problem-solving skills are essential

- Must demonstrate a willingness to learn
- Must be adaptable to diverse chapter/campus cultures and willing to perform a variety of CDC assignments (i.e., traveling, virtual, new chapter, establishing, etc.)
- Substantial leadership experience (i.e. chapter officer role, student government, Panhellenic leadership, campus organization officer, etc.)
- Must be able to travel by air and car up to 100% of position term. Candidate must be confident in their ability to travel and live independently
- Must be able to conduct work virtually up to 100% of position term
- Attend all CDC training sessions in their entirety – including summer training, mid-year training and debriefing at the end of the term

October 2022