

Delta Tau Delta Fraternity

Job Description

Position Title: Director of Risk Response and Education	Position Type: Full Time
Department: Member Services	Exempt/Non-Exempt (OT Eligible): Exempt
Reports To: Director of Chapter Services	

Job Summary:

The director of risk response and education is the Fraternity's primary staff member for chapter conduct. Principally, this includes serving as the first contact for allegations, as well as investigating any complaints against a chapter. The director of risk response and education also works with the committee on chapters to design, implement and see to the completion of chapter sanctions. The director of risk response and education is responsible for overseeing the execution of the Fraternity's risk management education initiatives, which includes regularly reviewing the Member Responsibility Guidelines (MRG). Additionally, this position serves on the Central Office's member services team as the primary resource for chapter leadership consultants as they support chapters in an investigation or under sanctions.

Essential Duties and Responsibilities:

1) Oversee the Fraternity's Risk Response Efforts

- Primary contact for chapter conduct allegations, including but not limited to, concerns from parents, campus staff and external entities.
- Serves as primary contact for chapter conduct allegations. This may include coordinating on-site investigations, interfacing with campus staff and key stakeholders and distributing investigation memos to appropriate parties.
- Collaborate with the appropriate division president and the committee on chapters to design, implement and see to the completion of any chapter sanction.
- Maintain communication with chapters under sanctions for risk management violations and provide updates on their progress to Fraternity stakeholders.
- Manage membership reviews or a similar process, when necessary, as well as serve as the development, training and coordination of the volunteer membership review team.
- Support and train alumni supervisory committees.

2) Assist with the Execution of the Fraternity's Undergraduate Services

- Serve as staff contact for all insurance requests.
- Serve as the main point of contact for the leadership consultants for all risk management concerns.
- Oversee the development and execution of risk management training for leadership consultants.
- Assist with the risk management assessment portions of the Fraternity Award and Accreditation Report (FAAR).

3) Oversee the Fraternity's Risk Education Program

- Oversee the execution of Delts Talking About Alcohol (DTAA).
- Develop and maintain educational resources for MRG education.

- Develop educational resources and programs focused on risk prevention, specifically alcohol, hazing and sexual assault prevention.
- Assist in the development of curriculum focused on risk management for division conferences.
- Assist the director of member education in the development of the Fraternity's online risk management education for chapter officers.

Nonessential Duties/Responsibilities:

- Assist the director of chapter services with the implementation and communication of new Fraternity risk management policies.
- Complete an annual review and update of the MRG.
- Research and stay current with industry risk management policy best practices.
- Collaborate with the director of volunteer services to ensure volunteer training of risk management principles.
- Assist the brand manager with disseminating risk management information through varied media outlets.
- Perform such other duties as may be assigned from time to time.

Direct Reports:

- None

Job Requirements: (Education, experience, knowledge, skills, overtime, travel, licenses, etc.)

- Master's degree required
- Experience in student conduct preferred
- Demonstrated ability to work with undergraduates, campus officials, alumni and volunteers
- Strengths should include ability to manage multiple tasks simultaneously, excellent facilitation and presentation skills, excellent oral and written communication skills
- Proven record of self-motivation, accountability and organization
- Must have demonstrated exceptional judgment and personal integrity
- Represent the Fraternity's Mission and Values through words and actions
- Travel: 30% -- Long distance travel via car and airplane required
- Willingness to work long and irregular hours

Physical Effort: (Needed to perform job duties and responsibilities)

- Capable of using a personal computer or other similar device
- While performing the responsibilities as director of risk response and education, employee is required to talk, hear, see, sit, stand, walk, use hands and fingers to handle and feel, and lift up to 40 lbs.

Acknowledgment:

This job description is a summary of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job activities, duties and responsibilities. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based upon your performance of the duties and responsibilities listed in this job description. Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Employee Signature

Date

Supervisor Signature

Date