



Staff Position Description:  
Educational Leadership Consultant 2024-2025

**Inherent in each staff position within Alpha Xi Delta Fraternity is an obligation to commit to the Fraternity's vision: *Inspiring women to realize their potential.* Further, each position includes a responsibility to promote and carry out the Fraternity's mission: *To enrich the life of every Alpha Xi Delta.***

**FUNCTION:**

The Educational Leadership Consultant serves as a liaison between Fraternity Headquarters, National Council, and college chapters. The Educational Leadership Consultant works as a team member with the Member Services Department and National Fraternity volunteers to foster the development and operations of chapters. They also offer assistance and guidance to chapters in meeting the expectations of the National Fraternity.

**QUALIFICATIONS:**

- Member in good standing with Alpha Xi Delta Fraternity.
- Bachelor's Degree from an accredited college/university.
- Eligible to work in the United States.
- Satisfactory driving record.
- Ability to learn Fraternity operations, policies, and procedures.
- Ability to travel up to 90% of the time depending on Fraternity needs, and/or ability to be stationed with a newly established Alpha Xi Delta chapter.
- Able and willing to represent the ideals of the Fraternity, in a professional and relatable manner.
- Able to work and communicate with collegiate and alumnae members of the Fraternity, university personnel, and National Fraternity volunteers.
- Ability to take initiative and use creative thinking to solve problems/overcome obstacles.
- Ability to set goals and carry out mission and direction of the National Fraternity.
- Ability to adapt to various campus cultures and specific chapter needs.
- Excellent verbal and written communication skills.
- Access to high-speed internet to support virtual work.
- Strong sense of professionalism.

**RESPONSIBILITIES:**

**Collegiate Chapter Support**

- Support college chapters, establishing chapters, and new chapters as assigned and provide assistance and training to collegiate members in the areas of member recruitment, officer training, leadership training and individual and chapter development.
- Mentor collegiate members on issues such as leadership, team building and personal development.



- Assist chapters in implementing and virtually facilitating the *Inspire* program and other relevant Fraternity programming.
- Facilitate leadership retreats and chapter-wide leadership training events.
- Develop and present leadership and/or personal development programs to chapters, College Panhellenic councils, and university personnel/students.
- Work with staff and volunteers to provide follow-up assistance for the chapters.
- Participate and assist with summer training, including assigned Alpha Xi Delta summer programming initiatives.
- Assist and guide conversations to maximize recruitment strategy.
- Support chapter officers in problem solving and decision making.

### **Leadership**

- Be transparent, honest and provide productive feedback.
- Implement, organize, and complete multiple tasks and projects in a timely manner.
- Be timely with report deadlines.
- Be confident and clear in directions and communication with collegiate members.
- Have an expert knowledge of Alpha Xi Delta resources to encourage policy compliance and best practices in all aspects of chapter life.

### **General Management**

- Maintain an in-home office that is conducive to facilitating virtual programs, consulting sessions and meetings.
- Log and reconcile expense reports within the assigned timeframe.
- Book and manage business travel and adhere to Alpha Xi Delta policies.
- Help create resources when assigned.
- Adjust approach to meet each chapter's culture and needs.

The format of the Educational Leadership Consultant program comprises of both virtual and in-person visits and/or an assigned station on a college campus with a newly established Alpha Xi Delta chapter. Alpha Xi Delta reserves the right to change travel expectations as needed.