

JOB DESCRIPTION

=====

Title: Field Representative
Reports to: Sr. Director of Chapter Development
Work schedule: Regular and after business hours
Education required: Bachelor's degree
Experience required: Knowledge of fraternity operations
Good working knowledge of the standards, policies, and *The Constitution and Bylaws of Theta Chi Fraternity, Inc.*
Preferred experience: Membership in Theta Chi
Start Date: June 1, 2026
Compensation: Full-time base salary, fraternity-provided housing, health, dental, vision, benefits, 401(k)

=====

Summary of duties and responsibilities

The Field Representative is a Theta Chi brand representative who manages and supports a portfolio of assigned chapters using creative problem-solving, critical thinking, relationship-building, and conflict resolution skills.

The Field Representative measures chapter successes using Theta Chi Fraternity's Chapter Assessment and is continually coaching and providing opportunities for appropriate improvements. The Field Representative is a role model, teacher, mentor, and an expert in "all things Theta Chi."

The Field Representative can also be deployed to a college/university campus to start a colony by recruiting new members, training them to develop as an organization, and reach the goal of chapter (re)installation. This position will require irregular work hours.

Frequent travel is required for this position. Field Representatives will spend much of academic year on the road conducting chapter visits. The summer months, and several other short breaks, will be spent at the International Headquarters in Carmel, IN, just north of Indianapolis.

Essential functions and responsibilities

- Maintain portfolio of assigned chapters' progress within all areas of the Chapter Assessment and/or be responsible for recruitment and re(installation) efforts at one or more campuses
- Hold regular virtual meetings/consultations with chapter/colony officers, members, alumni, and campus administrators
- Serve as primary point of contact for assigned chapters and/or colonies
- Maintain biweekly contact with each assigned chapter/colony via virtual meeting, phone, or in-person

- Visit each assigned chapter at least once per academic year
- Coach assigned chapters and/or colonies toward increases in aggregate Chapter Assessment scores
- Coach assigned chapters and/or colonies to achieve all growth goals as determined by the Director of Growth
- Resolve any chapter financial and membership delinquencies
- Coach assigned chapters toward compliance with Tightrope, a virtual health and safety program, participation
- Assist in tracking Sacred Purpose® programming and event management
- Maintain relevant Chapter Advisory Board communication and participation
- Provide own reliable vehicle for business travel

The Field Representative shall perform any other duties as may be assigned.