



Undergraduate Education Area Director

Bold Goals:

- To serve as a resource for chapters in effectively utilizing Fraternity-offered programming.
- To ensure the Member Development programming is assisting undergraduate members in fulfilling the mission and vision of the Fraternity.
- To ensure that each chapter has a purposeful, positive New Member Orientation Program.

Outline of Responsibilities:

- Maintain frequent and open communication with the National Member Development Director. Perform all duties assigned including:
 - Ensuring implementation of *Inspire*
 - Proper utilization of the Fraternity's New Member Orientation Program
- Note and report potential concerns in programming for further assessment.
- Assist chapters by recommending programming that aids in 100% new member retention.
- Assist the National Member Development Director to conduct analysis and evaluation and make recommendations to chapters for membership programs, procedures and strategies.
- Coordinate and deliver the appropriate responses to requests for assistance from Area Facilitators, Chapter Development Specialists, Chapter Advisors, or collegiate officers.
- Provide new ideas and motivation to chapters who are having difficulty with programming.
- Provide assistance to Area Facilitators, Chapter Development Specialists, and/or Chapter Advisory Boards to ensure proper training of collegiate officers.
- To maintain frequent communication with assigned chapters.
- Assist Area Facilitators and Chapter Development Specialists in interpreting policy in the area of undergraduate education.
- Review and respond to chapter reporting, and provide direction and affirmation as needed.

Time Commitment:

- Approximately 5 hours per month.
- Travel to college chapters as needed.
- Attend trainings and educational opportunities provided by the Fraternity.

Staff Liaison:

- Director of Education and Leadership