

Delta Tau Delta Fraternity

Job Description

Position Title: Director of Member Education	Position Type: Full Time
Department: Programming	Exempt/Non-Exempt (OT Eligible): Exempt
Reports To: Director of Fraternity Programs	

Job Summary:

To develop, implement and assess educational initiatives for undergraduate members, aligning with the mission and goals of Delta Tau Delta.

Essential Duties and Responsibilities:

- Support, promote and foster the Fraternity member education program organizationally and within individual chapters, as needed. Facilitate its implementation and evaluate the program's progress
- In collaboration with the director of chapter services, develop initiatives supporting new member education and support for new member educators.
- Provide strategic leadership about trends in leadership education and curriculum design.
- Coordinate training of field staff and volunteers on implementation of the member education programming.
- Assist in the development of initiatives to provide ongoing educational programming for chapter officers including the advancement and creation of online education and training opportunities.
- Oversee assessment of member education program to determine individual chapter member development and program impact.
- In cooperation with the director of leadership education, develop and oversee the educational programming at the Fraternity's biennial convention and annual regional conferences. Set direction and focus for content, design curriculum and coordinate facilitator selection and training. Prepare, summarize, and analyze curriculum evaluations.
- Assist the director of leadership education at various leadership events including facilitation and curriculum design.
- Developing and cultivating relationships with Delta Tau Delta constituents.
- Develop and manage member education budgets.

Nonessential Duties/Responsibilities:

Other projects as assigned.

Direct Reports:

- None

Job Requirements:

- (Bachelor's degree required. Master's degree in a related field (student affairs, education, higher education, etc.) preferred.
- Minimum of two years of relevant work experience (graduate assistantships considered), preferably in higher education, training, curriculum development, or the fraternity/sorority field.
- Knowledge of student development theory and adult learning theory.

- Strong written and oral communication skills, curriculum/program development experience, critical thinking skills, project management abilities, attention to detail, and facilitation abilities.
- Ability to multi-task while prioritizing deadlines and deliverables.
- Conference and/or event planning preferred.
- Prior association or fraternity experience required.
- Proficiency in Microsoft Excel, Word, Outlook

Physical Effort:

While performing the responsibilities of the Director of Member Education, employee is required to talk and hear. The employee is often required to sit and use hands and fingers to handle or feel. Vision abilities required by this job include close vision. Ability to lift 25 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