



DELTA TAU DELTA

Delta Tau Delta Fraternity Job Posting

Job Title: Coordinator of Member Education and Experience (Leadership)

Position: Full Time

Exempt/Non-Exempt (OT Eligible): Exempt

Reports to: Director of Member Education and Experience

Supervisory responsibilities: None

Job Summary

The Coordinator of Member Education and Experience is responsible for the development and implementation of Fraternity education and experiential initiatives in alignment with the mission, values and strategic plan of the Fraternity. This position is responsible for creation and execution of education, programming, and experiences offered to membership through the Life of Excellence framework. This position focuses specifically on Personal Leadership topics (values, identity, talents, and self-authorship) and Professional Development topics (career exploration, relationship-building, and career preparedness). This position works collaboratively with another Coordinator of Member Education and Experience who focuses on the other two domains of the Life of Excellence: Wellness & Well-Being and Strengthening Community.

Essential Duties

Strategic Work

- Contribute to the overall member experience and chapter culture via educational initiatives
- Establish and articulate the educational strategy of the Fraternity and ensure strategic alignment of the Life of Excellence framework
- Create experiential personal leadership and professional development initiatives

Functional responsibilities and deliverables

Specifically, this role is responsible for the following:

- Developing educational initiatives focusing on the Personal Leadership and Professional Development domains of the Fraternity's member education and experience framework, the Life of Excellence.
- Executing Catalyst, the Fraternity's alumni development program rooted in Personal Leadership.
- Coordinating and managing Personal Leadership and Professional Development vendors, including Aspire, the Fraternity's online learning management system
- Contributing to Fraternity-wide educational initiatives through a focus on Personal Leadership and Professional Development, including but not limited to:
 - Plan and execute educational programming at Fraternity-wide events, such as: Compass, the fraternity's annual regional conferences and Karnea, the Fraternity's biannual convention
 - Serve as staff liaison to volunteer facilitators and coaches
 - Serve on a cross-department team focusing on new member education

- Assisting the Director of Member Education and Experience with developing assessment and evaluation practices for all fraternity-provided educational initiatives.
- Facilitating and presenting regularly to a variety of stakeholders including undergraduate students, alumni, vendors, volunteers, fellow staff, etc.
- Collaborating with VP of Brand Awareness team to market the value of Delta Tau Delta educational initiatives
- Considering new educational initiatives the Fraternity might consider in keeping with the organizational strategic plan and mission and values.

Competencies

The following competencies have been identified as important behaviors the person in this position will need to possess and develop. The initial onboarding process, ongoing personal development and performance benchmarks for this position will focus on these job competencies:

Business	Team	Personal development
<ul style="list-style-type: none"> • Accountability • Action Oriented • Adaptability • Collaboration • Creativity • Resourcefulness 	<ul style="list-style-type: none"> • Balances stakeholders • Relationship Building 	<ul style="list-style-type: none"> • Presence

Other Responsibilities

- Travel to two to three regional meetings each spring for Compass program coordination; manage Catalyst event in August. Attend and assist with other events as necessary. This role will likely travel to six to eight events each year.
- Represent the organization and act as an ambassador of Delta Tau Delta.
- Work with various departments and external audiences in communicating and achieving organization initiatives.
- Protect confidential and sensitive information.
- Assist with other duties and projects as assigned.

Required Qualifications (Education, experience, knowledge, skills, overtime, and licenses)

- Master's degree or a bachelor's degree with at least two to four years of professional experience working in the fraternity or sorority industry or higher education (each year of a graduate assistantship counts as a year of work experience).
- Strong written and oral communication skills.
- Willingness to try new ideas and methods to accomplish something challenging and worthwhile.
- Proven ability to create trust and develop relationships with a wide variety of stakeholders.
- Demonstrated aptitude to learn new knowledge and apply such to projects and programs.
- Ability to travel approximately 15%. Work includes nights and weekends.
- Valid driver's license.

- Proficiency in using common office equipment (e.g., computer, printer, telephone, etc.)

Physical Demands (Needed to perform job duties and responsibilities)

While performing job responsibilities, employee is required to communicate with others to exchange information, speak, move, and sit.

To Apply

1. Complete the online application found at www.delts.org,
2. Email a cover letter detailing your qualifications, available start date and your answers to the following questions:
 - a. What Personal Leadership topics do you believe are critical to the lifelong development of current and future undergraduate students, and why?
 - b. What Professional Development topics do you believe are critical to the lifelong development of current and future undergraduate students. and why?
 - c. Tell us about your experience with developing and managing educational curriculum and what you learned about yourself through that work
 - d. Which of the responsibilities listed in this job description is most exciting to you and why?
 - e. Which of the responsibilities listed in this job description do you feel you are least experienced in, and how do you plan to work to develop that responsibility?
3. Email a resume, and
4. Email two professional or experiential reference letters.
5. If you are interested in applying for both positions, please submit one application. In your cover letter, be sure to share your responses to BOTH sets of cover letter questions.

For immediate consideration, submit items to Alex Kennedy, Director of Member Education and Experience at alex.kennedy@delts.org. This application will close Wednesday, August 31, 2022

Compensation

Compensation is commensurate with education and experience, starting at \$46,000. Benefits include comprehensive health plans, 401k with employer match after first year of employment, a AAA membership, use of a company laptop and cell phone and the opportunity for continuing education. Based on achieving goals, this position may be eligible for an annual bonus.