



Educational Leadership Consultant

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*.

RESPONSIBLE TO: Associate Director of Member Services

DEPARTMENT AND CLASSIFICATION: The Educational Leadership Consultant role is a member of the Member Services Department. The position is classified as exempt.

FUNCTION:

The Educational Leadership Consultant role works as a team member within the Member Services Department and is stationed at a college campus during the establishment/reestablishment or early years of an Alpha Xi Delta chapter. The Educational Leadership Consultant works with Fraternity Headquarters staff and volunteers to execute establishment recruitment events, implement the establishment public relations plan, organize college chapter activities, and educate the charter members on Alpha Xi Delta practices related to our values of Sisterhood, knowledge, leadership, and service.

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.
- Excellent verbal and written communication skills, including public speaking ability.
- Strong sense of professionalism.
- Ability to relocate to the campus area and adapt to campus norms.

RESPONSIBILITIES:

Chapter Support

- Execute establishment recruitment events by following chapter establishment strategy set by the National Fraternity. This may include, but not limited to: organizing public relations and marketing events on campus, managing social media accounts, attending campus events, meeting with college campus leaders, planning recruitment events, scheduling one-on-one meetings with potential new members.
- Mentor collegiate members on issues such as leadership, team building and personal development.
- Plan all establishing chapter events until officers have been selected and communicate attendance expectations to collegiate members.
- Schedule office hours on campus to meet regularly with officers and on an as-needed basis with general members.
- Participate in standing meetings with Fraternity staff and volunteers.



- Execute *Real Merit and Worth: The New Member Program* during the establishment period.
- Participate and assist with Alpha Xi Delta National trainings, 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.
- Educate and communicate Fraternity operations, policies, and procedures.
- Represent the ideals of the Fraternity, in a professional and relatable manor.
- Work and communicate with collegiate and alumnae members of the Fraternity, university personnel, and National Fraternity staff and volunteers.
- Take initiative and use creative thinking to solve problems/overcome obstacles.
- Set goals and carry out mission and direction of the National Fraternity.

Leadership

- Be transparent, honest, and provide productive feedback.
- Implement, organize, and complete multiple tasks and projects in a timely manner.
- Be timely with deadlines.
- Be confident and clear in directions and communication with stakeholders.
- Have expert knowledge of Alpha Xi Delta resources to educate on and enforce policies.
- Encourage and educate on best practices in all aspects of chapter life.
- Use sound judgment when fostering relationships with undergraduate members.

General Management

- Log and reconcile expense reports within the assigned timeframe.
- Book and manage business travel and adhere to Alpha Xi Delta policies.
- Maintain the living space provided by the Fraternity in an appropriate manner.
- Adhere to communication expectations via phone, email, and Teams.