



## 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 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, National Team Leads and/or Chapter Advisory Boards to ensure proper training of collegiate officers.
- To maintain frequent communication with assigned chapters
- Assist Area Facilitators, Chapter Development Specialists, and National Team Leads 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 week.
- Travel to college chapters as needed.
- Attend trainings and educational opportunities provided by the Fraternity.

### **Staff Liaison:**

- Director of Education and Leadership