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| POSITION: | Chapter Consultant (S) | |
| RESPONSIBILITIES: | This position advises and supports one chapter. The Chapter Consultant typically attends graduate school and guides a newly colonized chapter or an established chapter. The Chapter Consultant serves as a role model of Kappa's values and ideals and acts as an adviser, mentor and link to the Fraternity. | |
| CLASSIFICATION: | | |
| SALARY RANGE: | | |
| DEPARTMENT(S): | Field Representatives | |
| REPORTS TO: | Field Representatives Chairman | |
| QUALIFICATIONS AND SKILLS: | <p>Bachelor's degree is required.</p> <p>Ideal candidate will possess strong creative, analytical and interpersonal skills; demonstrated oral and written communication skills; presentation and facilitation skills; ability to set priorities and take initiative in a fast-paced environment; work independently and as part of a team; and demonstrate flexibility and adaptability.</p> <p>Uphold and maintain knowledge of Kappa Kappa Gamma Fraternity <i>Bylaws, Standing Rules</i> and <i>Policies</i> as well as operations and procedures. The candidate must be a member in good standing. Chapter Consultants partner with one chapter for an academic year and may or may not live in residence</p> <p>This position is non-exempt. Salary will be commensurate with experience and qualifications.</p> | |
| DUTIES: | | |
| Percent | Description | |
| 20 | Represent the Fraternity in a positive and professional manner in all interactions with university officials, Fraternity volunteers and members at large. Execute the chapter plan that the Fraternity designed for the chapter. | |
| 15 | Meet regularly with every officer, chairman and committee to provide support, guidance and resources. Attend weekly Chapter Council, chapter, and standards meetings. Facilitate workshops as needed. | |
| 15 | Utilize creative problem solving to assist with Membership Recruitment, nominations, elections, officer training and Initiation. | |
| 15 | Meet with the office of Greek life each semester and collaborate with the university administration. Partner with the chapter's Advisory Board and House Board. | |
| 15 | Assess chapter performance in the areas of leadership development, operations, standards, finance, risk management, Recruitment and programming. Track chapter and campus trends. Prepare monthly, mid-year, and year-end chapter evaluation reports. | |

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| 10 | Communicate regularly with the Field Representatives Chairman, District Directors, Content Directors, Content Specialists, Fraternity Council, Kappa Kappa Gamma Headquarters staff and other members of the Fraternity as necessary. |
| 10 | Attend all trainings, meetings and conferences as requested by the Field Representatives Chairman. |