



Job Title: assistant director for collegiate development
Department: Member Services
Reports to: director of member services and special projects
FLSA Status: exempt; full-time (37.5 hours per week)
Location: Columbus, Ohio or remote

Application Link: <http://bit.ly/EORecruitment>
Application Deadline: January 23, 2022

Job Summary:

- To supervise and support the collegiate development specialists (CDS) team as they manage our relationships with university partners and support the collegiate chapters and extension efforts in their assigned regions.
- To serve as an integral part of the collegiate development program to direct, assess, and improve chapter efforts, working confidentially with the Council Trustee: Collegians, Fraternity Directors, regional teams and other Executive Offices staff.
- To serve as the primary staff contact for Panhellenic and Extension opportunities, including serving as our Chief Panhellenic Officer and providing strategic support for collegiate extension efforts.
- To build and maintain a strong working relationship with the Executive Offices staff, Council, Leadership, regional teams, collegians, alumnae, and advisers.
- To perform assigned duties in conformity with the Constitution and policies of the Delta Gamma Fraternity and Foundation.

Essential Functions:

Supervise and support the collegiate development specialists (CDS) team:

- Collaborate with the CDS team to troubleshoot collegiate chapter concerns and facilitate solutions.
- Ensure that each CDS is supervising the external operations of collegiate chapters and extension responsibilities in their assigned regions.
- Coach the CDS team to act as a liaison between Executive Offices and various University administrators, including Senior Student Affairs Officers and Panhellenic/Fraternity/Sorority Advisors to foster strong professional relationships.
- Equip the CDS team to enforce Delta Gamma policies & procedures consistently and appropriately.

Serve as an integral part of the collegiate development program:

- Participate as a core member of various Fraternity teams such as events, crisis management, chapter incident, collegiate-related working groups, etc.
- Assess risk management patterns and recommend intervention strategies for chapters demonstrating high-risk behaviors or experiencing a crisis.

- Supervise various member status change processes including resignations, expulsions, early alumnae status, transfer forms and fifth year status, and recommend strategies to improve member retention.
- Partner with the education and development department for collegiate development consultant (CDC) training as related to new chapter support, collegiate chapter support, and collegiate chapter operations.
- Monitor any trends in collegiate chapter operations and recommend changes, as appropriate.
- Support vision of Council, especially Council Trustees: Collegians, Programming, and Membership.

Serve as primary staff contact for Panhellenic and Extension opportunities:

- Work with appropriate Council and Leadership members on extension strategy and development.
- Serve as a member of the development committee to assist with extension research studies for prospective extension sites and revise the extension research study process as necessary to effectively assess opportunities.
- Develop and monitor budgets for extension with assistance from the Fraternity staff accountant.
- Serve as the manager of collegiate extension opportunities, collaborating with key staff and volunteers to facilitate the successful establishment or re-establishment of Delta Gamma chapters at additional colleges/universities.
- Serve as the Chief Panhellenic Officer for Delta Gamma, ensuring key staff and volunteers are knowledgeable of current Panhellenic trends and issues.

Qualifications:

- Demonstrated commitment to creating inclusive environments where belonging is valued.
- Knowledge of Delta Gamma Fraternity and/or the fraternity/sorority industry.
- Ability to interface with various publics including senior volunteer leadership and college/university administrators.
- Excellent customer service, communication and organizational skills.
- Displays assertiveness, leadership, problem-solving and facilitation skills.
- Previous supervisory experience and/or extension experience is preferred.
- Bachelor's Degree is required; Master's Degree is preferred.
- Membership in Delta Gamma Fraternity is strongly preferred.
- Flexibility to travel, when requested.
- Flexibility to attend calls/meetings outside of traditional business hours, when requested.