



# Delta Gamma

1873

*Job Title:* **Collegiate Development Consultant**  
*Department:* Education and Development  
*Reports to:* assistant director for consultants  
*FLSA Status:* exempt; full-time  
*Location:* remote

Application Link: <http://bit.ly/EORecruitment>  
Application Deadline: January 2, 2022

***Job Summary:***

- Collegiate Development Consultants (CDCs) are recent college graduates who devote a full year to visiting collegiate Delta Gamma chapters across the United States and Canada to provide leadership development, education, and guidance to assist collegians and chapters to reach their full potential.
- Serve as a brand ambassador for the Fraternity
- Maintain internal relationships with collegiate chapter officers, advisers, Council, Cabinet and Executive Offices staff
- Support Fraternity's external relationships with Fraternity/Sorority Advisors (FSAs) and other applicable university administrators while visiting or stationed at chapters
- Perform assigned duties in conformity with the Constitution and policies of the Delta Gamma Fraternity and Foundation

***Essential Functions:***

- Provide support to collegiate Delta Gamma chapters, facilitate presentations, and gather information to be communicated to the larger Fraternity
- Coach and review responsibilities with all chapter officers and directors
- Communicate with Regional Team volunteers in preparation for supporting chapters
- Meet with advisory team chairman (ATC), other local advisers, house director when applicable, and applicable university administrators
- Attend and take an active leadership role in chapter, chapter management team (CMT), Honor Board and new member meetings. May participate in additional chapter, recruitment, committee, adviser, alumnae, house corporation, Panhellenic and other chapter events
- Educates and trains collegiate members on leadership skills and chapter operations in accordance with the Fraternity Standards for Collegiate Chapters
- Analyzes and assesses collegiate chapters and individual officers to determine strengths and areas for improvement; help determine actions to address areas in need of improvement; plan, develop and apply programming specific to established needs and motivations of chapters and officers

- Recognize and report on situations that pose potential liability or risk to chapter and Fraternity
- Evaluate collegiate chapter adviser needs and communicate those needs to the staff and volunteers
- Assist with new chapter and extension support when applicable
- May be assigned to specialized new chapter visits focusing on recruitment efforts, officer transitions, risk management or another specified purpose
- If applicable, serves as the on-site Fraternity liaison for a new chapter
- When assigned, assists with establishment promotion and execution, oversees initial new chapter development (in conjunction with collegiate extension specialist) leading all new chapter, Honor Board and new Member meetings and ensures new chapter has met all requirements for Installation.
- Oversees new chapter elections and executes thorough transition of all new chapter officers; continues to meet with and coach officers following Installation
- Uphold Statement of Obligation with members and chapters to enforce Fraternity Constitution, policies, and procedures
- May be asked to perform additional responsibilities, determined by assistant director of consultants and/or collegiate extension specialist (while at a new chapter)

***Expectations:***

- Aids chapter officers in the discovery of new resources and alternative chapter programming and administrative approaches
- Motivates chapter to work toward excellence
- Recognizes and facilitates solutions to chapter concerns/problems
- Evaluates and makes recommendations to Council/Cabinet/staff for follow-up and/or assistance
- Corresponds with CMT officers, volunteers, etc., immediately following visit
- Make and provide detailed analysis and proposed action plans related to all chapter visits and provide such reports to the Fraternity within 10 days of the end of each chapter visit.
- Schedule biweekly calls with assistant director for consultants
- Participate in monthly team calls during the academic year
- Participate in additional trainings as needed
- Files monthly log for exempt activity reports
- Track, manage and report expenses utilizing a provided budget
- Balance and maintain budget for self and possibly chapter
- Attend all training sessions in entirety
- Correspond regularly and consistently with chapter officers, Fraternity volunteers, Fraternity/Sorority Advisors, and other important parties

***Minimum Qualifications:***

- Demonstrated commitment to creating inclusive environments where belonging is valued.
- Must be a Delta Gamma member in good standing with the Fraternity
- Must be authorized to work in the United States without sponsorship

- Bachelor's degree is required. All undergraduate coursework must be completed, and degree conferred prior to start so as not to interfere with full participation in employment obligations.
- Excellent customer service, communication, organizational, leadership, conflict management and problem-solving skills are essential
- Must demonstrate a willingness to learn
- Must be adaptable to diverse chapter/campus cultures, and willing to perform a variety of CDC assignments (i.e. traveling, virtual, new chapter, establishing, etc.)
- Substantial leadership experience (i.e. chapter officer role, student government, Panhellenic leadership, campus organization officer, etc.)
- Must be able to travel by air and car up to 100% of position term. Candidate must be confident in her ability to travel and live independently
- Must be able to work from home up to 100% of position term
- Attend all CDC training sessions in entirety – including summer training, mid-year training and debriefing at the end of term

11/2021