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

Application Deadline: July 25, 2021

**Job Summary:**

- To act as a liaison between Executive Offices and various University administrators, including Deans of Students and Panhellenic/Fraternity/Sorority Advisors to foster strong professional relationships.
- 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, Director of Member Services & Special Projects, regional teams and other Executive Offices staff.
- To supervise the external operations of collegiate chapters and respond to chapter incidents in assigned regions.
- To build and maintain a strong working relationship with the Executive Offices staff, Council, Cabinet, 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:**

- Educate members, new members, and advisers (as necessary) about leadership skills, Delta Gamma procedures, risk management best practices, and personal and chapter development.
- Participate as a core member of various Fraternity teams such as extension, crisis management, chapter incident, etc.
- Execute the responsibilities of Fraternity Assessments (membership reviews) and Chapter Closures, as needed.
- Supervise the authorization process for chapter Initiations.
- Assess risk management patterns and develop intervention strategies for chapters demonstrating risky behaviors or experiencing a crisis situation, in an attempt to prevent crises from reoccurring, and inform Fraternity-wide prevention efforts.
Supervise various member status change processes including resignations, expulsions, early alumnae status, transfer forms and fifth year alumnae status, and develop strategies to improve member retention.

Respond to questions and problems regarding general Fraternity procedures and issues, such as Anchorbase, roster changes, reporting, and/or collegiate concerns.

Recognize, diagnose problems, and facilitate solutions to chapter concerns/problems.

Support vision of Council, especially Fraternity Council Trustees: Collegians, Fraternity Programming, and Membership. Enforce Statement of Obligation, the Fraternity Constitution, and all policies and procedures.

Monitor chapters in assigned regions and collaborate with regional teams for chapter development and improvement.

Travel to provide education, intervention, assessment, or assistance as necessary (approximately 20-40% of time).

**Qualifications:**

- Demonstrated commitment to creating inclusive environments where belonging is valued
- Bachelor’s Degree is required; advanced work in or demonstrated understanding of student development theory and college administration preferred.
- Membership in Delta Gamma Fraternity required.
- Knowledge of Delta Gamma Fraternity and ability to interface with various publics including volunteer leadership and college administrators.
- Excellent customer service, assertiveness, leadership, problem-solving, communication skills, organizational skills, and facilitation skills.
- Experience as a Delta Gamma chapter officer and/or with campus leadership involvement (i.e. student government, Panhellenic leadership, campus organization officer, etc).
- Ability to travel 20-40%.

06/2021