

Delta Sigma Pi – Central Office

Job Description

Job Title: **Director of Education**

Reports to: **Senior Director of Member Engagement** (see organizational chart for additional reporting)

Classification: **Exempt**

Position Summary

The Director of Education oversees the Fraternity's educational strategies and audience focused curriculum development. The primary responsibilities of this position are to develop, manage and help present a holistic educational effort through programs that promote our values to collegiate and alumni members. This is accomplished through in-person and virtual training, both live and on-demand, in the following areas: values-based leadership development, collegiate and alumni officer development, standardized new member education, and career transition.

They will manage, create, present and assess Fraternity programming that helps achieve the Fraternity's educational goals.

Responsibilities:

1. Apply student development theory, adult learning theory, and instructional design strategies throughout educational programming to maximize effectiveness of resources dedicated to education.
2. Work closely with management and support staff, as well as volunteers to successfully present and support the Fraternity's educational goals and related initiatives.
3. Establish and maintain audience focused curriculum and resources related to topics including (but not limited to) operational best practices; safety; risk management; new member education; diversity, equity, and inclusion; volunteer development/training; career transition; leadership development.
4. Work with other staff, the Fraternity's Professional Development Committee, and other related task-oriented committees to support, develop, and lead the execution of action plans developed in conjunction with LEAD events, Grand Chapter Congress, Presidents' Academy, and other educational endeavors.
5. Support the Associate Director of Events and other staff and volunteers in identifying, recruiting, and preparing session facilitators and speakers that maximize the intended learning outcomes.

6. Develop strategy, learning objectives, and session materials for online training, including live and on demand programming. This also includes managing our learning management system (LMS) and all associated content.
7. Conduct assessment of all educational programming on an individual event and ongoing comparative basis and develop strategies for continuous improvement.
8. Determine and report on overall impact of programming for members, chapters, and the organization, and performance against objectives (This includes working with staff to consider data management and tracking and participating in upkeep of that data).
9. Proactively make strategy recommendations that consider current processes, potential opportunities, and future conditions, while properly leveraging available technology. This includes identifying organizational deficiencies at national and local levels and suggest corresponding educational solutions.
10. Support the initiatives of the Chapter Services department and Fraternity in general (convention, committees, strategic planning, etc.).
11. Perform other duties as assigned by the Executive Director or their designee.

Qualifications:

1. A master's degree (or equivalent experience) in education, curriculum and instruction, or a related field is preferred.
2. A firm understanding of instructional design, student development theory, adult learning theory, assessment design, and project management.
3. Experience and awareness of distance learning strategies.
4. Membership in good standing in Delta Sigma Pi is preferred, but not required.
5. Excellent organizational, written, oral, and interpersonal skills.
6. Strong leadership and staff development skills.
7. Ability to travel on a frequent basis for conferences and board meetings. This travel will include nights and weekends.
8. Experience in facilitation and facilitation training.
9. Strong skills in Microsoft Office.
10. Experience with webinar/e-learning software, learning management systems, creation tool(s) (such as Captivate, etc.) and facilitation preferred.

11. This position is based out of the Central Office in Oxford, OH. Remote employment opportunities may be considered for exceptional candidates.

Overview of Expectations

All employees of Delta Sigma Pi are charged with working under the direction of the Board of Directors, through the Executive Director, to accomplish all needs of the organization. The Fraternity has a small office environment. An overall fundamental goal of "let's get it done through teamwork" is key for the success of the organization.

Environment

Role requires travel approximately 25% of the time, including air travel and extensive driving. Individual must maintain a valid driver's license and the ability to travel through all necessary means of transportation.

Headquarters facility is an air-conditioned, smoke-free, small business environment.

May be required to attend meetings on campuses or in facilities of various sizes and levels of accessibility.

Position is required to handle and lift boxes for shipping up to 50 lbs.

This role will include a non-traditional schedule, nights and weekends are required. The nature of the role will require work beyond a standard 40-hour work week at times.

Disclaimer

This job description is designed to provide a general overview of the requirements of the job and does not entail a comprehensive listing of all activities, duties or responsibilities that will be required. Delta Sigma Pi reserves the right to add to, remove or modify this job description at any time. Delta Sigma Pi also reserves the right to release or delete this position at any time.