

Delta Sigma Pi – Central Office

Job Description

Job Title: **Educational and Leadership Consultant**

Reports to: **Director of Chapter and Expansion Services**

Position Summary

This individual performs a variety of administrative functions to support the internal management and administrative activities. This individual is responsible for providing operational assistance and leadership training to collegiate chapters and colonies. The individual must have excellent communication skills, both verbal and written. A highly visible position, an Educational & Leadership Consultant is a representative of the Fraternity to both members and non-members alike; therefore, maturity, diplomacy and appropriate business dress are required.

Primary Position Functions

1. Works cooperatively with the Director of Chapter and Expansion Services to promote aims and objectives of Delta Sigma Pi.
2. Provides on-site educational and operational assistance and leadership training to collegiate chapters, chapter officers, and colonies. Provides online consulting via webinars, social media networking, and writing/recording e-learning presentations.
3. Executes all necessary activities related to the actual visit, including chapter research, pre-visit materials, confirming meeting schedules, faculty appointments, planning special recruiting functions or other specialized officer training, and follow-up recommendations through chapter reports.
4. Respond to chapter inquiries and correspondence as needed.
5. Assists in the development and updates of publications, new chapter material, and online resources.
6. Assists in the planning, preparation, and execution of the Fraternity's functions, including Grand Chapter Congress, Provincial Conferences, LEAD Schools, Regional or Area conferences (assisting RVP's), National Leadership Retreats, and installations.
7. Provides tours of the Central Office for visitors and members; assists in maintaining archives and displays.
8. Responsible for inventory, cleaning, and repair of the regalia trunks.
9. Perform other duties as assigned by the Director of Chapter Services and/or Executive Director.