



**Alpha Xi Delta Fraternity
Educational Leadership Consultant and Leadership Coach Application 2018-2019
Application must be submitted via email by October 23, 2017**

Congratulations on deciding to apply for the Alpha Xi Delta Educational Leadership Consultant and/or Leadership Coach position. The following items must be included in your completed application. Only completed applications received by October 23, 2017 will be considered.

All forms and instructions can be found online at www.alphaxidelta.org and in the Resource Center of Exclusively Xi.

Make sure you have all items before submitting your application:

- ☐ College Administrator Reference (preferably your Fraternity/Sorority Advisor)
- ☐ Chapter Advisor/Area Facilitator Reference
- ☐ Employer/Community Reference List*
*Send complete contact information for two references. These do not require the completion of the reference form.
- ☐ Answers To Written Response Questions
- ☐ Resume or CV and Cover Letter
- ☐ Application must include a recent photograph. Make sure the photo is clear and it can be in color or black and white. Applications will not be considered without a photograph.

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Position(s) applying for:

Educational Leadership Consultant (ELC) ☐

An ELC may assist with chapter development, officer transition, one on one officer meetings, or recruitment planning, but assignments can vary depending on the current needs of the Fraternity. ELCs assist with extension presentations, colonizations, and installations of new chapters. ELCs can assist a chapter in a variety of Alpha Xi Delta-specific areas and serve as a valuable resource to the chapters they visit. *

Leadership Coach (LC) ☐

An LC fosters member development through building life skills, facilitating StrengthsQuest™ and helps to implement the *Inspire* program in our college chapters. LCs host one-on-one meetings with Sisters to discuss plans for the future, leadership opportunities in the chapter and on campus, and serve as a mentor. LCs also facilitate chapter-specific programming on a range of topics that are predetermined based on a consultation with chapter leadership. *

I would like to be considered for both ☐

Educational Leadership Consultants (ELC) and Leadership Coaches (LC) are recent college graduates who continue their Alpha Xi Delta experience through employment with the Fraternity by visiting chapters throughout the United States. *

***THESE ARE BRIEF DESCRIPTIONS OF THE EDUCATIONAL LEADERSHIP CONSULTANT AND LEADERSHIP COACH POSITIONS. IT IS YOUR RESPONSIBILITY TO REVIEW THE FULL POSITION DESCRIPTIONS [ON OUR WEBSITE](#).**

Email completed applications to: Emily Thompson, Administrative Coordinator
ethompson@alphaxidelta.org

I. PERSONAL INFORMATION

1. Name _____
2. Chapter _____ College/University _____
3. School Address _____
4. Cell Phone _____ Email _____
5. Home Address _____
6. Cumulative GPA _____ Degree/Major _____
7. Anticipated Graduation Date (Month and Year) _____
8. Future Plans following Graduation (graduate school, career, etc).

II. ACTIVITIES RECORD

1. Chapter (please include any positions you have held and the dates of service)

2. Campus Involvement (please be sure to include organizational involvement, and if applicable, any positions and dates held)

3. Community Involvement

4. Hobbies/Interests

III. EMPLOYMENT RECORD *(Including summer and part time work)*

IV. Written Response Questions

In a separate document, please address the following questions. Responses for each question should be limited to no more than 300 words per question.

1. What program topics do you think are the most beneficial to our current collegiate members? Please elaborate on why you think those program topics are necessary.
2. What special personal characteristics and skills do you have that you will bring to the team if chosen? How will that benefit our chapters? If you are applying for both ELC and LC positions, please be sure to address both in your response.
3. Detailed, well-written reports are an important aspect of this position. Please provide examples of situations in which you have had to write about a circumstance, topic, or experience. What is your personal process for creating a thoughtful, well-written document?
4. ELCs and LCs are frequently asked to talk in front of the entire chapter and prepare or improvise presentations, as well as meet with members of the campus community. How do you feel about those tasks? Are you comfortable in front of an audience, meeting with university officials, etc. Please provide examples to support your answers.
5. Tell us how you approach having to make a hard choice rather than a popular choice.
6. How do you approach multi-tasking with numerous high priority items? What tactics would you use to ensure all tasks are completed in a timely manner?
7. Why should you be chosen to serve as an Educational Leadership Consultant (only complete this question if you are applying for this position)
8. Why should you be chosen to serve as an Leadership Coach (only complete this question if you are applying for this position)

V. REFERENCES

Please have the following recommendation forms emailed to Emily Thompson, Administrative Coordinator, ethompson@alphaxidelta.org, by October 23, 2017.

1. College Administrator Reference (preferably your Fraternity/Sorority Advisor)
2. Chapter Advisor/Area Facilitator Reference
3. Employer/Community Reference List*

*Send complete contact information for two references. These do not require the completion of the reference form.