



## **Staff Position Description: Educational Leadership Consultant 2019-2020**

Inherent in each staff position within Alpha Xi Delta Fraternity is an obligation to commit to the Fraternity's vision: *Inspiring women to realize their potential*. Further, each position includes a responsibility to promote and carry out the Fraternity's mission: *To enrich the life of every Alpha Xi Delta*.

### **FUNCTION:**

The Educational Leadership Consultant serves as a liaison between Fraternity Headquarters, National Council and college chapters. The Educational Leadership Consultant works as a team member with the Member Services Department and National Fraternity volunteers to foster the development of new chapters and to offer assistance and guidance to chapters in meeting the expectations of the National Fraternity.

### **QUALIFICATIONS:**

- Member in good standing with Alpha Xi Delta Fraternity.
- Graduate from undergraduate studies.
- Knowledge of the Fraternity operations, policies and procedures.
- Able and willing to represent the ideals of the Fraternity.
- Able to work and communicate with collegiate and alumnae members of the Fraternity, university personnel, and National Fraternity volunteers.
- Ability to take initiative and use creative thinking to solve problems/overcome obstacles.
- Ability to set goals and carry out mission and direction of the National Fraternity.
- Good health in order to withstand the demands of regular travel.
- A valid driver's license and safe driving record.
- Excellent verbal and written communication skills.

### **RESPONSIBILITIES:**

- Visit college chapters, establishing chapters, and new chapters as assigned to provide assistance and training to collegiate members and their advisors in the areas of member recruitment, officer training, leadership training and individual and chapter development.
- Assist chapters in implementing the Realize Your Potential program.
- Facilitate leadership retreats and chapter-wide leadership training events.
- Develop and present leadership and/or personal development programs to chapters, Panhellenic councils and university personnel/students.
- Work with the Associate Directors and National Fraternity to provide follow-up assistance for the chapters.
- Participate and be present at assigned Alpha Xi Delta summer programming initiatives.
- Log and reconcile expense reports.
- Maintain weekly communication through reporting, e-mail and voice mail.
- Mentor collegiate members on issues such as leadership, team building and personal development.