

Job Title: Associate Director of Collegiate Experience

Organization: Fraternity

Reports to: Senior Director Collegiate Experience

Effective Date: May 2019

FLSA Class: Exempt

Job Location: Headquarters; Indianapolis, IN

Job Summary

Provides leadership to the development, training and supervision of the chapter consultant program to support Alpha Chi Omega's mission, values and vision. Serves as a leader and advisor providing direction and support to the chapter consultants, province collegiate officers, chapter advisors and collegiate experience volunteer specialists.

Essential Functions and Requirements

Function	Requirements
Chapter Consultant Program Management	<ul style="list-style-type: none"> Leads the recruitment and selection process for the chapter consultant team, in consultation with other applicable staff Manages hiring weekend event timeline and schedule; liaises with other departments to do so Plans, develops and executes annual onboarding program and continuous training initiatives for chapter consultants in collaboration with assistant director of new chapter development
Volunteer Support	<ul style="list-style-type: none"> Leads and manages the province collegiate chairs and the volunteer director of province collegiate chairs Serves as a leader and provides support for chapter advisors Serves as a liaison to the Lifetime Engagement department for overall collegiate volunteer support
Leadership & Management Expectations	<ul style="list-style-type: none"> Develops and executes short- and long-term goals, plans and budgets based on the organization's strategic plan and management objectives Fosters a values-driven organizational culture; drives a success-oriented, accountable environment that is both enjoyable and rewarding for employees Represents Alpha Chi Omega at appropriate industry and trade groups and events

Job Description

<p>Leadership & Management Expectations</p>	<ul style="list-style-type: none"> • Stays abreast of innovations and developments in industry • Monitors trends and changes in industry; periodically reviews organizational strategies to ensure AXΩ is responding to changing conditions • Promotes a culture of continuous improvement including identification and implementation of best practices and lessons learned • Embraces technological innovations and seeks ways to improve performance and productivity • Manages timely and effective communication with senior director of collegiate experience relevant to issues, concerns and decisions that affect the company • Performs other special assignments and responsibilities as assigned
<p>Talent Management</p>	<ul style="list-style-type: none"> • Supervises members of the chapter consultant team with traveling assignments • Builds and leads an effective and respected team that is viewed by constituents as professional, responsive, anticipatory and engaged • Owns the annual performance management and professional development processes for assigned personnel <ul style="list-style-type: none"> • Evaluates performance of direct reports through annual process • Ensures compliance with position descriptions, established policies and objectives of the company • Plays an active and visible role in the development of staff; mentors and trains as a cornerstone to the employee development process • Supports strategic efforts of other internal departments as assigned
<p>Fiscal Responsibility</p>	<ul style="list-style-type: none"> • Responsible for several projects in the budget process • Approves expenditures per level authorized • Assures staff applies fiscal responsibility and supports their efforts through applicable training and experiential opportunities • Champions the cost-effective management of company assets and resources

Job Description

<p>Other</p>	<ul style="list-style-type: none"> • Communicates, through the appropriate channels, any observations of noncompliance with policies or illegal actions that place personnel and the organization at risk • Performs, with care, any control-related activities required as a function of the position • Specific job responsibilities and projects will be assigned and directed by leadership
---------------------	--

Contacts

This position has regular contact with all levels of staff, operational volunteers, elected leadership and boards, customers, and third-party partners and vendors.

Knowledge, Skills and Abilities

Qualifications Required:

- Minimum of three years of progressive, professional experience
- Experience with multi-site entities and working with remote/offsite workforce personnel; prior supervisory experience is preferred
- Strong service orientation, outstanding presentation skills, professionalism, confidentiality and discretion
- Excellent organization skills, self-discipline, attention to detail and communication skills
- Works with a sense of urgency, is able to manage multiple initiatives simultaneously in a rapidly changing environment
- Adept at managing cross-functional teams effectively
- Advanced computer skills and proficiency with Microsoft Office products; technical aptitude to learn internal systems and required packages
- Membership in Alpha Chi Omega or another sorority/fraternity is preferred
- Professional staff experience as a traveling consultant and/or resident consultant is preferred

Education

Bachelor's degree required.

Working Conditions

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required 40 hours per week. Alpha Chi Omega headquarters is open from 8:30 a.m. – 5 p.m., Monday through Friday eastern time. Employees have a degree of flexibility available to observe working hours. Overtime will be necessary to complete assigned tasks. The employee will be required to travel and will have evening and weekend commitments.



Job Description

Physical Requirements

While performing the duties of this position the employee is regularly required to sit and work on a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, lift, carry, pull, grasp and bend over. The employee must be able to lift, carry and move up to 30 pounds as needed.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.