

Zeta Beta Tau

A Brotherhood of Kappa Nu, Phi Alpha, Phi Epsilon Pi, Phi Sigma Delta, Zeta Beta Tau

POSITION DESCRIPTION

Position Title: **Chapter Services Coordinator**

Reports To: **Director of Chapter Services and Conduct (DCSC)**

Position Summary:

The Chapter Services Coordinator is a full-time professional staff position that focuses on chapter support (65%), education support (20%) and conduct support (15%). This staff member is key to the Fraternity's strategic plan, assisting chapters in remote and in-person support as well as ensuring groups receive proper training and support on conduct operations, recruitment, and education.

Travel is a required part of this job and all candidates must be willing to travel to visit chapters and improve the well-being of the Fraternity. Estimated travel is 50% of the year. Specific responsibilities include the following:

1. Chapter Services

- a. Serve as a primary liaison to an assigned number of chapters based on skill set and engage advisors and alumni from aforementioned chapters.
- b. Work with each of the assigned chapters to review current goals, develop new goals, and track progress through the course of each term.
- c. Establish a communication plan with assigned chapters and maintain ongoing contact.
- d. Provide remote and on-the-ground support, as appropriate, support year-round in the areas of conduct, operations, recruitment, and education.
- e. Serve as ZBT International Headquarters' primary point of contact for campus-based Fraternity and Sorority Life professionals working with assigned chapters.
- f. Be knowledgeable of all areas of chapter and organizational operations to serve as a liaison to advance support.
- g. Assist chapters in implementation of THE JOURNEY, the Risk Reduction Protocol, appropriate social media use, Standards Board processes, socially responsible recruitment practices, and a fiscally responsible budget.
- h. Create and provide resources for undergraduates and volunteers as needed.
- i. Assist chapters in building relationships with the Jewish community and ZBT's strategic partners and philanthropic opportunities (Jewish Women International, Children's Miracle Network, Gift of Life, Zeta Beta Tau Foundation)
- j. Assist chapters in understanding and successfully achieving accreditation through the Standards of Excellence program
- k. Other travel may include for staff retreats, conferences, expansions.

Zeta Beta Tau

A Brotherhood of Kappa Nu, Phi Alpha, Phi Epsilon Pi, Phi Sigma Delta, Zeta Beta Tau

2. Education Support
 - a. Assist in curriculum design and development for ZBT programming (e.g., Convention, Officer Institutes, Presidents Leadership Academy, Emerging Leaders Institute, Fraternity Health and Safety Initiative programs, Alcohol Skills Training Program, and others as needed)
 - b. Serve as a facilitator for large-scale programming and for individual chapters.

3. Conduct Support
 - a. Ensure reporting of policy violations to the DCSC.
 - b. Serve as case manager for conduct incidents as needed.
 - c. Assist in chapter investigations as needed.
 - d. Support chapters in completing action plans after a responsibility finding for a conduct violation.

4. Other Duties
 - a. Serves on various standing and ad hoc committees.
 - b. Other duties as assigned as needed.
 - c. Coordinators may assist with or specialize in areas such as growth, prospective chapter support, conduct, heritage, finance, leadership, and other areas of successful chapter management.

Qualifications:

- Coordinators must have earned at least a bachelor's degree from an accredited institution of higher learning.
- Good standing membership in Zeta Beta Tau Fraternity is required, and previous involvement as a chapter officer is preferred.
- All candidates must demonstrate a strong understanding of chapter management and Zeta Beta Tau's Mission and Credo.
- Candidates should have knowledge in current trends, strengths and threats to the fraternity and sorority community.

About Zeta Beta Tau: Zeta Beta Tau Fraternity was founded in 1898 in New York City and is now the world's oldest and largest Jewish fraternity. For more than 60 years, Zeta Beta Tau has been a brotherhood of many proud faiths and creeds and for the past 30 years, ZBT has been a pioneer in the fight against hazing, having abolished all two-tier membership statuses and pledging practices in 1989. ZBT is Brotherhood for a Lifetime.

How to apply: Complete the [online application](#), including the submission of a resume and cover letter. If you have any questions, you may contact Director of Chapter Services and Conduct Christina Parle at cparle@zbtnational.org.