

# Zeta Beta Tau

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

## POSITION DESCRIPTION

Position Title: **Assistant Director of Chapter Services**

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

### **Position Summary:**

The Assistant Director of Chapter Services is a full-time professional staff position that heavily focuses on selling the fraternity experience. 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 chapter operations, policy, leadership development and retention.

Travel is a required part of this job and all candidates must be willing to travel extensively 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. Assists chapters in developing the product of ZBT on their campus.
  - b. Lead or assist the collection of membership fees and contracts from chapters
  - c. Provide on-the-ground support, as appropriate, with specific chapters, including chapter operations, policy and best practice alignment, leadership development, executive board training and support and retention.
  - d. Assists in management of chapter action plans and support of these plans.
  - e. Creates resources as needed.
  - f. Identify undergraduate rising stars to engage in national leadership opportunities and provide on-going opportunities at Fraternity programs.
  - g. Assist in managing partner relationships with host institutions.
2. Education Support
  - a. Teach members how to effectively sell the fraternity experience on their campus.
  - b. Assist chapters in recruiting new members through various marketing tactics provided in training.
  - c. Assist in curriculum design and delivery.
  - d. Lead the Fraternity's wellness and harm reduction/prevention programming.
  - e. Assist in reviewing fraternity governing documents and policies to ensure compliance with industry standard operating procedures.
  - f. Assist in implementation of THE JOURNEY, ZBT's membership education experience.

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## 3. Conduct Support

- a. Serve as case manager for conduct incidents as needed, which includes beginning to end processing of assigned cases.
- b. Assist in chapter investigations, including interviews, creating educational action plans, and delivering of sanctioned-based programs.
- c. Manage and complete the sanctions report and assist in creating the risk management report.
- d. Ensure reporting of policy violations to the DCSC.

## 4. Other Duties

- a. Serves on various standing and ad hoc committees
- b. Other duties as assigned as needed.

## **Qualifications:**

The Assistant Director of Chapter Services must have earned at least a bachelor's degree from an accredited institution of higher learning. One to two years professional experience is required, with preference given to those candidates who are highly experienced in sales and the fraternity professional environment. Membership in Zeta Beta Tau is preferred but not required. 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 Greek community.

## About Zeta Beta Tau:

Zeta Beta Tau Fraternity was founded in 1898 in New York City and is the world's oldest and largest Jewish fraternity. The Fraternity maintains its status in the Jewish community while welcoming membership to all men of good character. ZBT was the first fraternity to abolish pledge practices and promotes continuous education and equal accountability for all brothers as part of its Brotherhood for a Lifetime slogan.

If interested, please submit a resume and cover letter to Christina Parle, Director of Chapter Services and Conduct, at [cparle@zbtnational.org](mailto:cparle@zbtnational.org)