

Zeta Beta Tau

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

Position Title: **Director of the Undergraduate Experience**
Reports To: Chief Operating Officer
Location: Indianapolis, IN preferred; remote employment could be considered
Salary range: \$50,000- \$60,000

Position Summary:

The Director of the Undergraduate Experience is responsible for the supervision of chapter services, organizational misconduct and risk prevention, and education and leadership programming areas. Semi-regular evening and weekend work and travel is required. The position is full time with benefits.

1. Leadership

- Supervise and train members of the undergraduate experience team
- Serve as a liaison to appropriate volunteer committee(s)
- Utilize best practices of peer organizations for all aspects of position
- Other duties as assigned in relation to this position

2. Chapter Services

- Manage all aspects of administration, support, resources, and year-round servicing for chapters to ensure alignment with policy, accreditation, and best practice
- Consult on the cultivation and education of volunteers, both alumni and non-brothers
- When appropriate, travel to campuses to host leadership programs, retreats, risk management visits, and strategic planning with undergraduates and alumni

3. Conduct and Risk Management

- Lead the coordination of conduct-related crisis management and serve as main point of contact for any conduct issues that are reported to the Fraternity
- Coordinate chapter conduct investigations and membership reviews when needed
- Development of action plans that focus on education and rehabilitation

4. Education and Programming

- Create curriculum and lead participant recruitment for all leadership programs of the Fraternity including, but not limited to, the James E. Greer, Jr. Presidents' Leadership Academy, Emerging Leaders Institute, Virtual Officer Institutes, and the annual International Convention; administer the Fraternal Health & Safety Initiative as a programmatic initiative
- In partnership with other staff members, recruit, train, and support alumni and guest faculty for all leadership programs and assistance with chapter redevelopment plans
- Manage THE JOURNEY, ZBT's brotherhood education program
- When appropriate, travel to campuses to host leadership programs, retreats, risk management visits, and strategic planning with undergraduates and alumni

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Qualifications:

The Director of the Undergraduate Experience must have earned at least a bachelor's degree from an accredited institution of higher learning. A master's degree is preferred. Four to five years professional experience is required, with preference given to those candidates who have experience in the fraternal professional environment or higher education. Membership in Zeta Beta Tau is preferred but not required. Experience in conduct, risk management, and supervision 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 the world's oldest and largest Jewish fraternity. The Fraternity maintains its status in the Jewish community while welcoming all men of good character as brothers. 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.

If interested, please submit a resume and cover letter to Chief Operating Officer Jason Allen at jallen@zbtnational.org