

Zeta Beta Tau

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

Position Title: **Assistant Director of Chapter Services**
Reports To: Director of the Undergraduate Experience (DUE)
Salary Range: 38,000 - 44,000

Position Summary:

The Assistant Director of Chapter Services is a full-time professional staff position that heavily focuses on supporting 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 guidance 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 chapter development and management, ensuring alignment with policy, accreditation, and best practices.
 - b. Provide on-the-ground support with specific chapters, focusing on chapter operations, best practice alignment, leadership development, officer training, and brother retention.
 - c. Assists in management of chapter action plans and support of these plans.
 - d. Creates chapter and officer resources as needed.
 - e. Work with the Director of Education & Engagement and DUE to ensure that all chapters have active chapter advisory boards and assist in recruiting advisors.
 - f. Identify undergraduate rising stars to engage in national leadership opportunities and participate in on-going opportunities at Fraternity programs.
 - g. Assist in managing partner relationships with host institutions.
2. Conduct and Risk Management
 - a. Support the coordination of conduct-related crisis management and serve as main point of contact for any conduct issues that are reported to the Fraternity.
 - b. Assist in chapter conduct investigations and membership reviews when needed.
 - c. Assist in the development of action plans that focus on education and rehabilitation.
3. Other Duties
 - a. Serves on various standing and ad hoc committees
 - b. Other duties as assigned as needed.

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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 the fraternal professional environment or higher education. Membership in Zeta Beta Tau is preferred but not required. All candidates must demonstrate a strong understanding of student development, chapter management, student conduct, and Zeta Beta Tau's Mission and Credo. Candidates should have knowledge of 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 aspart of its Brotherhood for a Lifetime slogan.

If interested, please submit a resume and cover letter to the Director of the Undergraduate Experience, Molly Bennett at mbennett@zbtnational.org