

Zeta Beta Tau

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

Position Title: Assistant Director of Education and Leadership Development
Reports to: Director of the Undergraduate Experience
Salary Range: \$38,000-\$42,000
Location: Headquarters based in Carmel, IN. Travel is a required part of this job, and all candidates must be willing to travel significantly. Remote work will be considered when not traveling.

About Zeta Beta Tau Fraternity

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.

Position Overview

The Assistant Director of Education and Leadership Development is a full-time professional staff position that is responsible for executing items in the Zeta Beta Tau Fraternity Strategic Plan related to education, leadership and personal and professional development. The Assistant Director will be responsible for writing and updating the curriculum for all Fraternity programs. This staff member will manage the Standards of Excellence (SOE) accreditation program and the Fraternity's education program rotation, which includes Safe Smart Dating, Alcohol Skills Training Program, Cultural Competency, and components of THE JOURNEY. The Assistant Director will also serve as a Chapter Coach. Frequent travel is required.

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Assistant Director Responsibilities

Education (65% of time)

- Responsible for the execution of the Standards of Excellence (SOE) program. This includes but is not limited to: educating chapters on SOE, updating SOE metrics annually, grading submissions promptly, updating scorecards/tracking mechanisms, developing the accountability chapter list, etc.
- Develop and update brother learning outcomes for all programs that are consistent with the Fraternity's Mission, Credo and values.
- Write and/or update the curriculum design for all ZBT programming (e.g., International Convention, officer institutes, James E. Greer, Jr. Presidents' Leadership Academy, Emerging Leaders Institute, Fraternity Health and Safety Initiative programs, Alcohol Education Programs, Safe Smart Dating, Cultural Competency).
- Serve as a facilitator for large-scale programming and for individual chapter programs.
- Schedule and manage the logistics for all fraternity programs being delivered to chapters. This includes those programs that must be administered through the conduct process.
- Work with the Director of the Alumni Experience to recruit and identify volunteer facilitators for various programs.
- Develop, audit, and update eLearning modules for brothers, chapters and volunteers.
- Provide monthly reports on program completion and upcoming schedules (virtual and in-person) to the Director of the Undergraduate Experience and the Chief Experience Officer.
- Train, support, and assess the performance of all program facilitators and faculty members.

Chapter Coaching (25% of time)

- Serve as the primary Chapter Coach for chapters assigned by the Director of the Undergraduate Experience.
- Host regular check-ins with chapter leaders and advisors.
- Serve as the primary Headquarters contact for the assigned chapters. Connect chapter leaders and advisors with appropriate Fraternity staff members and other resources.
- When appropriate, travel to campuses to host leadership programs, retreats, and local strategic planning with undergraduates and alumni.
- Participate in goal-setting exercises with assigned chapters and support chapters to realize their plans.
- Serve as ZBT International Headquarters' primary point of contact for campus-based Fraternity and Sorority Life professionals working with assigned chapters.

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- Assist chapters in implementation of THE JOURNEY, the Risk Reduction Protocol, appropriate social media use, Judicial Board processes, socially responsible recruitment practices, and a fiscally responsible budget.
- Assist with collecting dues and fees billed to chapters.

Other Opportunities as Assigned (10% of time)

Qualifications

Education: Bachelor's degree from an accredited institution. Master's degree preferred.

Relevant Experience: Two to four years of professional experience with leadership development programs, curriculum writing, documented service as a facilitator, and grant management is a requirement. Preference will be given to candidates who have membership and professional experience within the fraternity/sorority industry. Preference will also be granted to candidates with experiences participating in fraternity/sorority education and leadership development programs.

Other Requirements: Membership in Zeta Beta Tau Fraternity is preferred but not required. Some nighttime and weekend work will be required. Must have an appreciation for the Jewish community and an intolerance for hate.

The selected candidate will have the opportunity to:

- Work with a fun, inspirational, experienced, dedicated and forward-thinking team of professionals.
- Receive a benefits package which includes medical, dental and vision insurance, matching 401(k) opportunity, generous time off, a commitment to your personal and professional development, the chance to travel and a work environment that values our people.
- Play a pivotal role in the development of college students as they live and learn, become leaders on their campuses and in their communities and work toward changing the world.
- The opportunity to develop as an individual and professional, including the opportunity for the right candidate to grow within the organization.

If interested, please submit a resume and cover letter to Chief Finance and Human Resources Officer Shelley Laflin at slaflin@zbtnational.org