

# 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 Support  
**Reports To:** Director of Chapter Support and Accountability  
**Salary Range:** \$40,000 - \$45,000  
**Location:** Headquarters based in Carmel, IN. Travel is a required part of this job, and all candidates must be willing to travel. Remote working options could be considered.

## 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 Chapter Support 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. The estimated travel is 30% of the year but could be as high as 50%. Specific responsibilities include the following:

### *Chapter Coaching (70% of time)*

- Serve as the primary contact for assigned chapters (between 30 and 45 Chapters).
- 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.
- 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.

*Conduct, Risk Prevention and Management, and Accountability (10% of time)*

- Assist in Chapter conduct investigations and membership reviews when needed.
- Assist in the development of action plans that focus on education and rehabilitation.
- When assigned, serve as a hearing officer and as an IHQ representative during interviews and conversations.
- Support the Chief Experience Officer and the Director of Chapter Support and Accountability throughout the conduct process.

*Other Opportunities as Assigned (10% of time)*

- Support the Chief Finance and Human Resources Officer with Collections.
- Support the Director of Education & Leadership Development with Chapters on rehabilitation/accountability plans.
- In partnership with the Director of the Alumni Experience, support the recruitment of advisors and volunteers.
- Support the Director of Organizational Growth with Rescue Chapters. This may include traveling to assigned campuses to support growth efforts.
- Attend All-Staff Meet-Ups and Experience Team Retreats.
- Serve on various assigned International committees.
- Other duties as assigned by the Chief Experience Officer and Director of Chapter Support & Accountability.

**Qualifications**

*Education:* Bachelor's degree from an accredited institution.

*Relevant Experience:* One to two years of professional experience working with college students. 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 experience in association management, higher education, student affairs, conduct, and/or counseling.

*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](mailto:slaflin@zbtnational.org).

