

Zeta Beta Tau

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

Job Announcement: Assistant Director of Conduct and Risk Prevention

Reports To:	Chief Experience Officer
Location:	Headquarters is based in Carmel, IN. This position is designed to work from the Indiana headquarters in a hybrid format (2-4 days in office per week). Remote work may be considered.
Travel Required:	Travel is a required part of this job, and all candidates must be willing to travel approximately 40% of their work time.
Salary Range:	\$45,000-\$50,000

About Zeta Beta Tau Fraternity

Zeta Beta Tau Fraternity was founded in 1898 in New York City and is the world's oldest 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.

Overview:

The Assistant Director of Conduct and Risk Prevention reports to the Chief Experience Officer and serves on the ZBT Experience Team. This position is responsible for managing all aspects of the conduct process including: corresponding with host-institution partners, coordinating and managing investigations, completing all reporting requirements, and overseeing the accountability and rehabilitation process. This position is also responsible for managing all of the Fraternity's risk prevention efforts. This includes work in the areas of bystander intervention, alcohol and drug use, hazing prevention and awareness, and sexual assault prevention. This is a full-time, benefits eligible position.

Position Responsibilities:

Serve as the Fraternity's Primary Risk Prevention Professional (50% of time)

- Ensure chapter and individual compliance with all risk prevention efforts.
- Develop metrics and manage processes that can predict chapter conduct issues.
- Support the Director of Education and Chapter Development with ensuring completion of Plaid's Highwire and Tightrope programs.
- Manage the Fraternity's rotation of all alcohol education and prevention programs (ASTP/TIPS/Safe and Healthy Alcohol Use, etc.).
 - Support the Director of Education and Chapter Development with training program facilitators.

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- Meet regularly with the Director of Education and Chapter Development to ensure that adequate risk prevention training occurs at all national education events (Regional Officer Institutes, Presidents' Leadership Academy, International Convention, etc.).
- Support the CXO with managing intervention chapters.
- Work with the Chief Finance and Human Resources Officer with collections and accounts receivable functions. If a past due chapter must go on social probation or lose privileges, this position should communicate with those chapters and ensure compliance with the directives.
- Serve as the primary contact for chapter Risk Prevention and Wellness Directors and Standards Directors.
 - Provide ongoing training opportunities for both of these officer groups.
 - Work to ensure that chapters have strong and well-trained Standards Boards.

Manage the Fraternity's Conduct and Accountability Processes (30% of time)

- 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.
- Manage and coordinate all sanctioned conduct investigations.
- In partnership with the Director of the Alumni Experience and Director of Education and Chapter Development, manage the membership review process.
- Serve as the staff liaison to the International Discipline Board.
- Manage all aspects of the creation, management, execution, and follow-up for all accountability and rehabilitation plans administered by the CXO.
 - Including all tracking of requirement completion through the designated project management software.

Serve as a Member of the Fraternity's Brother Experience Team (10% of time)

- Travel and support the coordination/execution of all Experience Team functions (Organizational Growth, Jewish Education/Enrichment, Alumni Engagement, Education, Chapter Development, and Partner Relations).
- Serve in a rotation that requires chapter check-ins, member reporting calls, program registration drives, et cetera.

Other Opportunities as Assigned (appx. 10% time)

The Successful Candidate:

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

Relevant Experience: Experience supporting/managing college student organizations, management conduct cases/processes, and supporting the holistic development of college students. Previous risk prevention experience in a collegiate environment is desired.

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Preference will be given to candidates who have membership and professional experience within the fraternity/sorority industry.

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.

How to apply:

Submit a resume and cover letter to ZBT Chief Finance and Human Resources Officer Shelley Laflin via email at slaflin@zbtnational.org. Applications will be accepted on a rolling basis until the position is filled.