



Resident Leadership Development Consultant

Job Title: Resident Leadership Development Consultant

Salary Type: Non-Exempt

Reports to: Assistant Director of Fraternity Growth

Effective: July 2022

PRINCIPAL OBJECTIVE:

The Resident Leadership Development Consultant (RLDC) is a recently graduated Pi Beta Phi member who has given outstanding service to their own chapter and campus. Their primary role is to provide assistance to a new chapter or a chapter needing additional support. The consultant will reside on or near campus as assigned.

CORE RESPONSIBILITIES:

- Provides focused assistance in all areas of chapter and campus life for a chapter as a resident virtually or in person
- May support virtual or in-person chapter operations
- Provides individual guidance and mentoring to chapter leadership
- Supports and promotes Pi Beta Phi Fraternity policies, procedures and initiatives
- Works with Headquarters, Regional Team, local alumnae, AAC, college Panhellenic and campus officials to assure the chapter is on track and supported
- Leads support initiatives to promote long-term sustainability of new chapters
- May lead establishing recruitment process
- May lead New Member Education Program
- May make scheduled chapter visits virtually or in-person to provide assistance in all areas of chapter and campus life
- Provides input to Regional Teams to assess needs at the chapter level
- Represents the Fraternity in a positive and professional manner in all interactions with university officials, Fraternity volunteers and members at large
- Provides timely, accurate and professional communication to all parties whether in person, by phone or electronically
- Serves as a liaison between chapters, Headquarters and university officials
- Works in coordination with Headquarters, Regional Teams, Directors, Grand Council members and other volunteer officers
- Attends all Fraternity required events such as training, workshops and convention as required
- Coordinates individual travel arrangements for chapter visits and Fraternity sponsored events as needed
- Submits timely written reports of visits, online time logs, expense reports, etc.
- Assists with other duties as assigned

CORE COMPETENCIES:

Servant Leader Role Model: sets the standard for and consistently demonstrates the behaviors of servant leadership; always adheres to Pi Phi values

Ethical Decision Making: willing to make tough/unpopular decisions based on what is right, acts in the best interest of the Fraternity

Credibility: adheres to and advocates Pi Beta Phi values, policies and guidelines; is accountable and expects accountability from others, trusts others and is trusted; maintains confidentiality

Effective Communication: possesses strong oral and written communication skills

Collaborative Style: builds and maintains positive relationships based on trust and mutual respect

Develops Others: coaches and develops others; understands, values and leverages individual diversity

Conflict Management: finds common ground and gets cooperation with minimum noise; reads situations quickly and is good at focused listening

Member Focus: is dedicated to meeting the expectations and needs of members; ensures first-hand information is obtained and used to improve programs and services

Problem Solving: solves difficult and complex problems with effective solutions; is excellent at honest analysis

Technical Skills: high level of proficiency with use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), database software, and the internet.

SELECTION CRITERIA (Knowledge, Skills and Abilities):

Bachelor's degree. Extensive Fraternity knowledge and perspective gained by experience at the chapter Executive Council level or campus level Panhellenic board experience or campus leadership.

ADDITIONAL INFORMATION:

Extensive travel required. Valid driver's license and passport required. Access to insured personal vehicle for work related purposes.