



Job Title: Leadership Development Consultant

Overview	The Leadership Development Consultant (LDC) is a recently graduated Pi Beta Phi member who has given outstanding service to her own chapter and campus. The primary role is to visit collegiate chapters for routine, recruitment, risk management, officer training or financial purposes. This full-time position is for one academic year.
Key Responsibilities	<p>Makes scheduled chapter visits to provide assistance in all areas of chapter and campus life</p> <p>Provides individual guidance and mentoring to chapter leadership</p> <p>Supports and promotes Pi Beta Phi Fraternity policies, procedures, and initiatives</p> <p>Facilitates workshops in a variety of disciplines</p> <p>Engages in colonizing recruitment efforts as needed</p> <p>Provides input to regional teams to assess needs at the chapter level</p> <p>Represents the fraternity in a positive and professional manner in all interactions with university officials, fraternity volunteers and members at large</p> <p>Provides timely, accurate and professional communication to all parties whether in person, by phone or electronically</p> <p>Serves as a liaison between chapters, headquarters and university officials</p> <p>Works in coordination with headquarters, regional teams, directors, Grand Council members and other volunteer officers</p> <p>Attends all fraternity-required events such as training, workshops and convention as needed</p> <p>Coordinates individual travel arrangements for chapter visits and fraternity-sponsored events</p> <p>Submits timely written reports of visits, online time logs, expense reports, etc.</p> <p>Assists with other duties as assigned</p>



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Reporting Relationships	Reports directly to Chapter Services Manager
Travel	Extensive travel required. May be required to drive for Fraternity business.
Qualifications	
Education/Knowledge/Experience	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.
Skills and Abilities	<p><u>Servant Leader Role Model:</u> sets the standard for and consistently demonstrates the behaviors of servant leadership; always adheres to Pi Phi values</p> <p><u>Ethical Decision Making:</u> willing to make difficult decisions based on what is right</p> <p><u>Credibility:</u> trusts others and is trusted; maintains confidentiality</p> <p><u>Effective Communication:</u> possesses strong oral and written communication skills; makes effective presentations Utilizes social media appropriately to communicate with all audiences.</p> <p><u>Collaborative Style:</u> builds strong partnerships and alliances with others by identifying mutual goals and fostering open dialogue; easily creates virtual teams; shares wins and successes</p> <p><u>Develops Others:</u> coaches and develops others; understands, values and leverages individual diversity</p> <p><u>Conflict Management:</u> finds common ground and gets cooperation with minimum noise; reads situations quickly and is good at focused listening</p> <p><u>Member Focus:</u> is dedicated to meeting the expectations and needs of members; ensures first-hand information is obtained and used to improve programs and services</p> <p><u>Problem Solving:</u> solves difficult and complex problems with effective solutions; is excellent at honest analysis</p> <p><u>Technical Skills:</u> high level of proficiency with use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), database software, and the internet.</p>