



Job Title: Resident Leadership Development Consultant

Overview	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. The primary role is to provide assistance to a new chapter or a chapter facing challenges. This full time position is for one academic year. The consultant will reside on or near campus as assigned.
Key Responsibilities	<p>Provides focused assistance in all areas of chapter and campus life for a chapter as a resident.</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>Works with headquarters, assistance officer, regional teams, local alumnae, AAC, Panhellenic and campus officials to assure the chapter is on track and supported.</p> <p>May lead colonizing recruitment process.</p> <p>Leads New Member Education Program.</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 chapter, 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 required.</p> <p>Coordinates all personal travel arrangements for Fraternity sponsored events.</p>



Job Title: Resident Leadership Development Consultant	
	<p>Submits timely written reports, time logs, expense reports, etc.</p> <p>Fulfills commitment to complete academic year.</p> <p>Assists with other headquarters duties as assigned.</p>
Reporting Relationships	Reports directly to Assistant Director of Extension.
Travel	Some travel required. May be required to drive for Fraternity business.
Qualifications	
Education/Knowledge/Experience	<p>Bachelor's degree</p> <p>Extensive fraternity knowledge and perspective gained by experience at the chapter executive council level or campus level Panhellenic board experience or campus leadership.</p>
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>

