



## Position Description

**Title:** International Leadership Consultant

**Department:** Collegiate Services

**Reports To:** Coordinator for Collegiate Services – Operations & Leadership

**Status:** Non-Exempt

### ABOUT DELTA PHI EPSILON:

Delta Phi Epsilon is an enterprise consisting of three non-profit organizations working toward a mission to create a sisterhood experience rich with tradition, innovation, and opportunities for growth. Delta Phi Epsilon is constantly evolving and seeks to positively impact not only the lives of its more than 10,000 collegiate members and 55,000 alumnae members worldwide, but also the sorority experience, as a whole. Our focus on creating a sense of belonging is intentional, and a culture of inclusion, integrity, and innovation is always our top priority.

### POSITION SUMMARY:

Responsible for providing support, guidance, and resources to Delta Phi Epsilon collegiate chapters across North America. Works directly with Leadership Team members, general chapter members, advisors, local alumnae, campus-based fraternity/sorority professionals, and other International Headquarters staff, to evaluate current chapter operations, identify areas for improvement, and provide tools and resources for chapters to achieve immediate and long-term success. Responsible for documenting chapter visits and maintaining strong communication with the Coordinator of Collegiate Services – Operations & Leadership, various Sorority staff, and volunteers to assist the Collegiate Services department in managing undergraduate member relations. The International Leadership Consultant (ILC) will spend majority of time (up to 90 percent) traveling to collegiate chapters, and will serve as a Delta Phi Epsilon brand ambassador and official representative of the International Headquarters.

### KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):

#### *Preparing Chapters for Success*

1. Create an environment that represents the purpose and mission of Delta Phi Epsilon.
  - a. Assist the Collegiate Services department in managing collegiate chapter activities including but not limited to the new member orientation program, chapter operations, chapter finances, chapter programming, housing (if applicable), university relations, and policy violation allegations.
  - b. During chapter visits, collect comprehensive information, document all information collected, and analyze and provide feedback regarding the health and stability of chapters, intra-fraternal campus organizations, and college/university environments.
  - c. Assist in chapter recruitment, new chapter development, and/or extension efforts, as assigned by the Collegiate Services department, to reach organizational goals.

#### *Supporting, Engaging, and Creation Vision*

1. Assist in providing educational programs and workshops to collegiate members and chapters that support the student development process and build understanding of the overarching organization.
2. Facilitate educational conversations and workshops with collegiate chapters and undergraduate members regarding specific topic areas as decided upon by the Collegiate Services department and overarching organization.

*Setting the Standard for Sisterhood*

1. Interact and build relationships with Delta Phi Epsilon alumnae, at large.
2. Assist with volunteer recruitment.
3. Assist and/or lead in special projects as defined by the Assistant Executive Director of Collegiate Services and approved by the International Governing Board.
4. Serve as a resource and positive representation of Delta Phi Epsilon International Sorority to collegiate chapters and undergraduate members across North America, as well as inter-fraternal and campus partners.

**RELATIONSHIPS:**

**Internal:** Maintains close contact with members of the growing Collegiate Services team, including other International Leadership Consultants, the Coordinator of Collegiate Services – Operations & Leadership, Coordinator of Collegiate Services – Organizational Growth, Director of Collegiate Services, and Assistant Executive Director – Collegiate Services. Works closely with other International Headquarters staff to receive/provide information, discuss issues, instruct, and advise/counsel related to the collegiate chapter experience.

**External:** Maintains contact with external groups such as members, volunteers, college/university staff, advisors, faculty, and inter-fraternal partners to gauge issues and solve problems.

**Skills/Knowledge Required:**

- BA/BS degree
- Experience working with Greek-lettered organizations and/or knowledge of sororities and fraternities
- Excellent verbal/written communication and presentation skills
- Well-organized and able to work while making sound decisions under pressure and within tight deadlines
- Strong analytical skills, sound judgment, critical thinking and decision-making abilities
- Strong leadership skills with the ability to effectively manage people and situations
- Ability to take direction from staff members such as supervisors or other organizational leaders
- Advanced computer skills and proficiency with Microsoft Office products and email systems; technical aptitude to learn internal systems and required packages
- Ability to partner, collaborate, and effectively work directly with volunteers
- Must be able to travel by air, car and occasionally rail regularly
- Basic knowledge and skills expected of consultant-level staff

**Physical Requirements:**

Must be able to travel and lift up to 10 pounds. Must have necessary travel documents for traveling throughout North America.

**Disclaimer:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

**Signed by:** \_\_\_\_\_  
**Incumbent** **Date**

**Approved by:** \_\_\_\_\_  
**Executive Director** **Date**