



Tau Epsilon Phi Fraternity, Inc.

June 2019

Chapter Services Consultant

Position: Chapter Services Consultant

Status: Full Time

Reports to: Executive Director

Location: Remote from home

Travel: 90% of your time

Starting Date: Aug 2019

Basic Function:

Learns the internal operations of Tau Epsilon Phi, and develops rapport with the chapters; makes assessments of the status of chapters and colonies; assists with the establishment of new chapters and colonies, and provides problem-solving assistance when needed in areas of chapter operations, risk management, rush, and recruitment at individual chapters.

Working Conditions:

This position requires regular evening and weekend work, and regular overnight travel (80% of the time)

Position Responsibilities:

- Conducts chapter visits and maintains regular contact with chapters.
- Represents international fraternity and participates in meetings with chapter officers, chapter members, Greek and Chapter advisors, Regional Governors, and alumni.
- Attends chapter functions.
- Completes chapter visit report and annual chapter assessment report in a timely manner.
- Conducts training seminars at Leadership retreats and/or conclaves.
- Conducts other training as required.
- Prepares information packets and educational materials.
- Assists in Convention organization and registration.
- Assists with Leadership retreats / conclaves planning and presentation.
- Conducts Risk Management educational programs.
- Participates in recruitment training for chapters and assists in external expansion activities, including conducting expansion and recruitment visits to new schools.
- Educates members on the Tau Epsilon Phi Foundation programs.
- Become a systems expert with our technology partners, Memberplanet and GreekBill and provide assistance to our chapters on using that software.
- Maintain lists of chapters officers including their contact information
- Assist the national office in determine annual award recipients
- Other duties as reasonably assigned.

Skills Needed:

1. Excellent oral and written communication skills
2. Excellent interpersonal skills
3. Self-motivated and works efficiently independently as well as with a team
4. Has a great work ethic
5. Ability to write quality reports and presentations
6. Effective Time Management skills

Minimum Qualifications:

1. Bachelor's Degree
2. Member in good standing of the Tau Epsilon Phi Fraternity
3. Knowledge and understanding of Greek organizations
4. This is an entry level position

Ideal Candidates:

1. Former Chapter Executive Board Member
2. Former IFC officer or representative