



PHI SIGMA KAPPA

HEADQUARTERS STAFF

STAFF POSITION: CHAPTER CONSULTANT

A key resource to the success of our Fraternity is its International Headquarters staff—a collection of sharp, energetic, team-oriented people whose primary goal is to make Phi Sigma Kappa the best Fraternity it can be. Staff members excel in creating new programming initiatives designed for personal and chapter development.

Purpose

The goal of the Chapter Consultant program is to provide the best possible chapter-level training and support to our undergraduate and alumni members. As a Chapter Consultant, you have just become the face of the International Headquarters for our members. Therefore, it is imperative that you have the skills, resources, and professional understanding necessary to exceed the expectations of your fellow brothers.

Each Chapter Consultant serves as the primary provider of training and support to the chapters, colonies and its members. This will include providing instruction in the expectations, practices, policies and guidelines of the Fraternity, interacting with members of the university and surrounding communities, and promoting and marketing the services and opportunities available to members of the organization. Chapter Consultants report directly to the Director of Chapter Services.

Major Duties and Responsibilities

- Education of all members, both undergraduate and alumni, on the expectations, practices, programs, policies, and guidelines of Phi Sigma Kappa;
- Establishment of clear and effective communication between the Headquarters and individual members, officers, and the chapter as a whole;
- Evaluation and consultation on current management of chapter operations and the provision of insight into how to more effectively and efficiently manage those functions;
- Assistance with the planning and implementation of chapter reorganizations and expansions;
- Plan and execute expansion projects and work with the colony to achieve chartering standards;
- Assist the Director of Expansion in researching and contacting universities targeted for expansion, including presentations, site visits, interest group development, alumni outreach and training;
- Assessment of the overall strength and viability of the chapter;
- Promotion and marketing of the benefits of membership in Phi Sigma Kappa, including services and opportunities available through the resources of the Fraternity;
- Training and consultation on all aspects of the membership recruitment process;
- Cultivation, recruitment and training of alumni volunteers;
- Ensuring that all associate and initiate information is reported to the Headquarters and that all invoices due the Fraternity are paid in a timely manner;
- Designing training materials and assisting with the planning and implementation of workshops and conferences;
- Provide support and guidance to fellow Chapter Consultants including active participation in weekly conference calls;
- Participation in ceremonial and public relations events (i.e., homecomings, charterings, Founders Day, etc.);
- Provide content to Communications Department as needed.

Qualifications

- An earned college degree, preferably in the fields of marketing, communication, or management;
- Demonstrated leadership in the Fraternity and significant involvement in the community;
- Excellent oral and written communication skills;
- Ability to interact effectively with a wide range of members and constituents;
- Must have excellent organizational skills, be able to meet deadlines and successfully manage multiple priorities, attention to details, and follow through;
- Traveling is required and can be quite extensive.
- Must have initiative and enthusiasm to serve our members and to better the organization.

Note:

- This position is based in Indianapolis, Indiana. A majority of time will be spent traveling. Housing and moving stipend will be provided.
- If selected, you will be asked to come to Indianapolis for an in-person interview on March 15-16.

If interested, please fill out the [online application](#) and submit a resume, cover letter and unofficial transcript. Any questions can be directed to Grant Carpenter, Director of Chapter Services at grant@phisigmakappa.org.