Title: Leadership Consultant

Department: Collegiate Services

Supervisor’s Title: Collegiate Support Manager

Position Status: Full time, exempt, contracted
(Five-month contract, with option of renewal)

Position Location: Various locations

Position Summary: Supervises activities of assigned collegiate chapters; partners with volunteers and staff to implement and execute chapter development efforts; directs, teaches, advises, and consults with chapter members in the areas of recruitment and chapter operations.

Qualifications:
- Bachelor’s degree prior to the start of travel.
- Initiated member of Sigma Kappa Sorority.
- Proficiency with written and oral communication, customer service, organizational and delegation skills, attention to detail, presentation and facilitation skills
- Ability to motivate and inspire others and build relationships.
- Knowledge of Sigma Kappa Sorority operations, bylaws, policies and procedures.
- Prior experience as Sigma Kappa chapter officer, Panhellenic officer and/or campus leader preferred.

Responsibilities:
- Work cooperatively with collegiate chapter officers, local and national volunteers, and collegiate support managers to schedule visits to assigned chapters based on chapter needs and calendar of activities.
- Conduct in-person and virtual visits to collegiate chapters to supervise and support primary recruitment, continuous open bidding, officer training, chapter management, ritual assistance and other responsibilities.
- Assess the strengths and opportunities of assigned chapters and make suggestions for follow-up. Evaluate chapter effectiveness and adherence to national policies.
- Facilitate chapter development by conducting workshops and sharing new and creative ideas.
• Work with staff and volunteer teams to create chapter plans of action to address chapter issues and needs.
• Meet with fraternity/sorority advisor and designated chapter officers and attend all chapter functions (excluding social functions) during each visit. Provide on-going support to chapter officers when not on-site.
• Perform other duties as may be prescribed by the executive director, senior director of membership strategy, director of collegiate services, or collegiate support managers of Sigma Kappa Sorority.

Expectations:
• Consistently demonstrate through words, actions and interactions, alignment with the Sorority’s values, strategic direction and commitment to diversity, equity, access and inclusion, focusing on the success of the organization.
• Promote the ongoing development of a service rapport with chapters, local and national volunteers and all members of the Sorority.
• Represent Sigma Kappa within related professional organizations as approved by the executive director.
• Assist with preparations for national meetings as assigned, and travel to meetings to provide on-site staff support.
• Demonstrate a positive, problem-solving mindset and a spirit of teamwork and cooperation.
• Demonstrated project management experience
• Maintain positive public relations within the Sorority, among all Sorority entities, in contact with other membership groups, university officials, vendors, and others.
• Maintain and develop materials and procedure notebooks as appropriate to the position.

Technical/Computer Skills:
• Ability to effectively use email (MS Outlook) and MS Office software programs as necessary.
• Ability and willingness to effectively use other job-related technology tools.

Physical Demands:
• Ability to stand under 1/3 of the time.
• Ability to walk under 1/3 of the time.
• Ability to sit more than 2/3 of the time.
• Ability to talk or hear from 1/3 to 2/3 of the time.
• Ability to lift 20 lbs. under 1/3 of the time.

Work Environment:
• The work environment is that of a fast-paced office with minimal to high noise levels and moderate temperatures.
• This position requires working independently as well as part of a team.
• This position requires verbal and face-to-face contact with others on a daily basis.
• Frequent use of a computer, general office equipment, and/or personal device (e.g. cell phone, tablet) is necessary.
• The position requires client information be maintained appropriately confidential.
The qualifications, responsibilities, expectations, technical/computer skills, work environment, and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Sigma Kappa provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*Revised October 2021*