

Alpha Sigma Alpha Employment Position Description- Leadership Consultant

The leadership consultant serves on the professional staff as a direct liaison between the collegiate chapters and the national organization. This position travels to collegiate chapters as designated by the director of member services and helps to enhance collegiate chapter operations and development.

Primary Responsibilities

- ◆ Serve as a resource to collegiate chapters and advisors in various aspects of chapter life including recruitment, finances, standards, service-learning, officer transition, Ritual and public relations
- ◆ Serve as a liaison between collegiate chapters and the national organization
- ◆ Assist chapters in achieving chapter commitments
- ◆ Assist with chapter discipline and standards issues
- ◆ Assist with colonization and installation of new chapters
- ◆ Assist with revitalization chapters
- ◆ Assist with and promote attendance at national meetings. Attends national meetings and events as requested
- ◆ Facilitate presentations to chapters concerning risk management, recruitment, hazing, officer transition and any other areas of chapter operations
- ◆ Regularly communicate with national volunteers
- ◆ Maintain weekly contact with the director of member services
- ◆ Meet with collegiate chapter officers and members reviewing the following as needed:
 - ◇ National policies, procedures and bylaws
 - ◇ Strategic plan
 - ◇ Chapter commitments and officer expectations
 - ◇ Chapter finances, budget process and usage of financial management software
 - ◇ Recruitment targets
- ◆ Provide advice concerning collegiate chapter operations and chapter officer performance
- ◆ Meet with university administrators

Expectations:

- ◆ Uphold the standards and ideals of Alpha Sigma Alpha Sorority
- ◆ Follow the policies and procedures of the Sorority
- ◆ Maintain an alumna member in good standing status with the Sorority
- ◆ Promote and maintain internal and external public relations, serving as a representative for the Sorority and promoting a professional image
- ◆ Uphold financial and budgetary responsibilities and submit expenses and financial reports
- ◆ Respond to collegiate/alumna requests for information relating to area of responsibility in a timely manner
- ◆ Submit articles /information for the *Phoenix* as requested
- ◆ Maintain files and chapter resources for the position to be given to next leadership consultants

Reports to: Director of member services

Location: The applicant will work out of the national headquarters located in Indianapolis.

Qualifications:

- ◆ Bachelor's degree required.
- ◆ Membership in Alpha Sigma Alpha
- ◆ Exceptional organizational and communication skills—both written and oral, including presentation skills
- ◆ Ability and willingness to travel as a representative of the sorority
- ◆ Proficiency in time management and project management
- ◆ Commitment to customer service
- ◆ Budget development and tracking experience
- ◆ Ability to work with volunteers and a commitment to the purpose of Alpha Sigma Alpha