



March 5, 2024

THETA XI FRATERNITY

Position Title: Chapter Services Coordinator (Growth & Expansion)
Reports to: Director of Chapter Services
Job Purpose: *Supports Theta Xi Fraternity by providing direction for expansion projects, targeted support for positive membership growth, and routine services to undergraduate members, advisors, and campus partners.*

Key responsibilities include:

Membership Growth

- Facilitate educational workshops to all colonies and chapters on membership recruitment strategy
- Provide targeted recruitment support for existing chapters with membership growth potential
- Coach chapters and colonies through setting and achieving membership goals
- Maintain statistical data on membership numbers, trends, and forecasts for the Fraternity

Expansion

- Maintain a proactive and strategic expansion plan for the Fraternity that encompasses a 5-year time period
- Prepare expansion proposals for submission to identified colleges and universities
- Work directly with interest groups and established colonies to provide guidance and support in all areas of fraternity operations
- Work with and train key alumni and volunteers to provide support to interest groups and colonies
- Attend and oversee all arrangements for colonization and chartering ceremonies

Undergraduate Support

- Provide critical evaluation and operational support for chapters and colonies through in-person visits and video/phone conferences
- Facilitate discussions and workshops as needed on topics including chapter operations, risk management, scholarship, and Ritual
- Assist in the implementation of the Accreditation process including award selection
- Foster relationships with campus-based professionals

General Operations

- Actively support national fraternity programs including, but not limited to: Vredenburg Presidents Academy, Rising Stars Academy, Newell District Leadership Academy, and Anniversary Convention.

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- Represent Theta Xi at various conferences and professional development opportunities
- Collaborate with all staff to accomplish tasks and goals, as needed or requested
- Perform other duties as assigned

Minimum Qualifications: Bachelor's Degree; possess excellent communication and interpersonal skills; ability to work independently and in a small office environment; ability to multi-task and juggle various projects simultaneously; strong critical thinking, organization, planning, and administrative skills; proficient computer skills including Microsoft Office; ability to work with individuals of various social, cultural, economic, and educational backgrounds

Preferred Qualifications: Membership in Theta Xi Fraternity; skills in sales, marketing, communication, education, advising, mentoring, and/or change management

Classification: Full-time position with standard, salaried work week; evening and weekend work is required; 80-90% travel required in order to fulfill job responsibilities; eligible for full benefits package.