



Job Title: Director of Chapter Services

Reports to: Executive Director of Zeta Psi Fraternity

To apply, please send resume to Tyler Boisvert Boisvert@zetapsi.org

Zeta Psi's International Headquarters is the staff arm of the Zeta Psi Fraternity, Inc., and Zeta Psi Educational Foundation. Its operations are intentionally remote. This position is full-time, exempt and carries a salary of \$55,000 per year. Zeta Psi IHQ does not offer health insurance at this time, but offers a respectful, engaging work environment designed to help you succeed, 401k with matching and unlimited PTO.

Position Summary

The Director of Chapter Services (DCS) will oversee day-to-day management of the Regional Education Consultant (REC) program. This includes the oversight of six major components:

1. Continuous Improvement planning with active and elder leadership and the REC, documented through BaseCamp
2. REC weekly video calls with chapter presidents and documented on BaseCamp
3. Chapter Finances and Billing, currently through GreekBill
4. University relations
5. Implement Zeta Psi's expansion program, 25 new or reactivation chapters over the next six years.
6. Proactive review of chapter standards and accountability

The DCS will be empowered to make data driven decisions based on key performance indicators and to report on chapter operations including but not limited to recruitment, retention rates, chapter finances, etc.

Other responsibilities may include, but are not limited to, the following duties:

1. Partnering with Elder Associations to train chapter advisors
2. Organize REC travel ensuring chapter visits are done in a timely manner
3. Assist in the creation and implementation of an annual plan for training new and returning consultants
4. Performs other duties as assigned by the Executive Director of the Fraternity and the Educational Foundation

The role will include travel up to 10% of the time including the ability to travel internationally as Zeta Psi operates chapters in the United States, Canada, England, Ireland, France and an Associate Chapter in Greece.

Qualifications

1. Three to five years of professional experience in fraternity/sorority life or any related field
2. Bachelor's degree required
3. A Valid Passport as Zeta Psi operates in 5 countries
4. Strong communication skills
5. Membership in Zeta Psi is a plus, but experience in Greek Life a must