
JOB DESCRIPTION:
Delta Zeta Sorority
Educational Leadership Consultant

Supervisor: Chapter Services Director

JOB SUMMARY: To be a National representative of Delta Zeta Sorority that travels to college chapters throughout the United States and Canada; working with those chapters to enhance programming and reporting; providing training and assistance in recruitment and overall chapter management and bring enthusiasm and encouragement to collegiate members, officers, and chapters as a whole.

RESPONSIBILITIES:

1. Uphold the *Constitution, Code of Regulations, and Standing Rules & Policies* of Delta Zeta Sorority.
2. Travel as assigned to chapters from August through May.
3. During chapter visits, attend chapter meetings and Executive Board meetings.
 - Check all manuals, notebooks, files, ritual paraphernalia
 - Schedule and meet individually with chapter officers
 - Enhance programs with suggestions for new activities and organization
 - Develop good officer presentation and reporting skills
 - Ask for comments, suggestions, or feelings about the chapter of Delta Zeta
4. Meet with campus Panhellenic Advisor or appropriate university official(s).
5. Meet with College Chapter Director.
6. Evaluate and report on chapter needs through proper reporting procedures.
7. Advise and assist with membership recruitment as may be directed.
8. Attend National Convention or Leadership Conference, as opportunities are available.
9. Participate in extension presentations or new chapter colonizations/installations as opportunities arise and may be directed.
10. Fulfill other responsibilities as may be directed by the Chapter Services Director.

QUALIFICATIONS:

1. Initiated member in good standing of Delta Zeta Sorority
2. College graduate, with graduation date no earlier/later than fall, winter, or spring term prior to year of travel
3. Proficient in Windows XP and Microsoft Office 2003
4. Available to travel extensively
5. Must possess strong written and verbal communication skills, including public speaking
6. Demonstrate extensive knowledge of current Sorority policies and programs
7. Must be a “team player” with ability to handle a multitude of challenges

