



The **Membership Education Director (MED)** is a position dedicated to the improvement and measurement of membership education activities through the use of instructional design, assessment, and data analytics. The position is salaried, exempt, 100% remote, and affords considerable flexibility. This position is a two-year minimum commitment after which the term can be extended, or the organization will help to identify and transition to a successor. The MED will report to the Executive Director of the Zeta Psi Educational Foundation.

The responsibilities for MED are focused on, but not limited to the following:

1. Content Management

- Lead the Leadership Training Institute (LTI) and Learning Management Systems (LMS) programs. LTIs are currently delivered in-person and remotely on a synchronous schedule. LMS programs are asynchronous and available on demand
- Align current courseware to identified metrics/Key Performance Indicators (KPIs) and triage courseware (revise or retire)
- Identify, develop, and design new courses required based on KPIs (including Member suggestion)

2. Logistics

- Develop and manage schedules and logistics for all LTIs (global) and LMS offerings
- Develop and implement processes and supports (e.g., checklists) for proper logistics administration

3. Governance

- Develop monthly status reports for Membership Development Committee (MDC) and semi-annual Board reports
- Develop long term strategy and timeline for MDC Upgrades

4. Measurement

- Manage data collection for all LTIs and perform analytics review and suggested Foundation actions based on review. Ensure integration of attendance into the Salesforce system. Pre and post survey attendees and faculty on a regular schedule
- Conduct Benchmark Research internally and externally for learning outcomes, methodologies, and delivery systems

5. Faculty

- Develop a robust and full-functioning faculty program for LTI instruction with a focus on training, evaluating, and coaching new and veteran faculty
- Identify and nurture faculty relationships outside the organization including subject matter experts and sector leaders

6. Technology

- Identify, prioritize and implement leading technology practices in learning
- Develop implementation strategy and key metrics to measure success

Zeta Psi offers benefits of (401(k), unlimited PTO, holidays, and a highly flexible work environment. Zeta Psi does not offer health insurance. The expected starting salary is \$50,000/year (negotiable). The position requires the candidate to be eligible to work in the United States. Zeta Psi is an at-will employer. Zeta Psi does not discriminate in its hiring practices.

Requirements:

- At least two years of education/training or equivalent related experience
- A Bachelor's degree from an accredited university/college
- Self-starter who can meet established timelines with minimal oversight in a totally remote environment – and who can monitor handoffs and potential gaps to prevent fumbles.
- A strong sense of mission to help students and the ability to effectively communicate that to stakeholders both verbally and in writing
- Eligibility to be employed in the United States

Desirable:

- Basic understanding of Salesforce and data management practices.
- A general understanding of the fraternity system in the United States.

To apply please submit a resume, cover letter, and writing or curriculum sample to Lauck Walton (walton@zetapsi.org). No calls please. **The deadline for submissions is November 15, 2021. Candidates should be available no later January 3, 2022.**