

## **Zeta Psi International Headquarters**

### **Regional Education Consultant**

#### **Job Description**

The Regional Education Consultant (“Consultant”) shall have dual job responsibilities, working to achieve the goals and objectives of both the Zeta Psi Educational Foundation and Zeta Psi Fraternity, Inc. This position full-time, exempt and is remote from the International Headquarters, with the potential to reside at the International Headquarters in Pearl River, NY, if so desired. The specific duties expected of the Consultant are:

- Work with a portfolio of assigned chapters to assist them in meeting their goals and the missions of the Educational Foundation and Fraternity.
- Through education and guidance, help the Active and Elder chapters create a safe and compliant environment for members, guests, and the communities in which the assigned chapters operate.
- Conduct weekly meetings with chapter leaders via Zoom. During the academic year conduct two (2) in person Chapter visits including attendance at a chapter meeting, executive board meeting, chapter specific meetings as well as new member education, elder meetings, and University meetings as applicable. In-person visits include review of the current Zeta Psi Risk Management policy.
- Assist assigned active chapters in meeting the ideal chapter standards using an accreditation-style continuous improvement model utilizing the tools provided (BaseCamp, GreekBill, SalesForce, MemberPlanet, Learning Management System)
- Assist with the planning, execution, and training of the Regional LTI, Kirby Presidents Conference, and Convention programs for your assigned chapters to include registration, topic selection, and follow up.
- Serve as a resource to assigned Elder chapters and help these organizations with their local oversight of chapter operations.
- Other duties as assigned.

Zeta Psi seeks an individual who will make a two-year commitment to the position. The position requires an earned bachelor’s degree. Initiated member of Zeta Psi Fraternity, Inc preferred but not required. The person must be eligible to work in the United States (Canadian residents may apply for a TN work visa to qualify).

The position requires travel to assigned chapters, the annual convention, LTIs, and staff meetings – pandemic pending. Weekend work is common, but compensatory time in the same week is encouraged. When travelling more than a reasonable distance from their established home base, Regional Education Consultants are expected to stay in an area hotel.

Zeta Psi offers health care, 401(k) with match, unlimited PTO, holidays, and a highly flexible work environment.. The expected starting salary is \$36,000/year. Consultants retain any loyalty points from travel. 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.

To apply, please send your cover letter, resume, and a list of references to [hager@zetapsi.org](mailto:hager@zetapsi.org). Applications will be reviewed on a rolling basis with a deadline of March 21, 2022. Position scheduled to start on July 1, 2022. All dates are flexible and negotiable.