

## Zeta Psi International Headquarters

### Recruitment and Growth Specialist

#### Job Description

Zeta Psi Fraternity is seeking a motivated self-starter to serve as the Recruitment and Growth Specialist. This individual will be responsible for assisting the Director of Chapter Services with oversight of expansion and helping with planning of future expansion efforts over the next five years. 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 Recruitment and Growth Specialist:

#### Fraternity Expansion:

- Develop interest group, associate chapter, and chapter requirements with a target of five new or returning chapters per academic year.
- Manage and evaluate the Fraternity's on-campus expansion recruitment process. This includes expansion applications, presentations, and marketing materials.
- Work to maintain relationships with colleges and universities to promote the opportunity for the Fraternity to establish or re-establish local chapters.
- Help communicate with alumni (elders) as needed with upcoming re-establishing or establishing chapters. This also includes training and development opportunities with elders to help re-engage them in a volunteer capacity.

#### Chapter Growth:

- Provide support and training of chapters and new chapters on the fundamentals of recruitment. This includes helping to identify and coach chapters in need of additional growth, recruitment support, and retention of new members.
- Serve as the lead for recruitment education training(s) at Kirby Phi's Conference, Local and Regional Leadership Training Institutes (LTI's) and at Annual Convention.
- Help establish interest group / associate chapter benchmarks for growth. This includes education plans for membership development.
- Assist the Chapter Development Committee with analyzing data to help make informed decisions around growth of chapters and the fraternity.
- Collaborate with the chapter services team to facilitate initiation and chartering weekends, including but limited to the reservation of ritual locations and planning various logistical items.

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.

The position requires travel to expansion projects, some assigned chapters, the annual convention, LTIs, and staff meetings. 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, unlimited PTO, holidays, a highly flexible work environment and a 401(k) with match after one year of employment. The expected starting salary is \$37,000/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 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 31, 2023.