

Zeta Psi International Headquarters

Expansion and Recruitment Specialist

Job Description

Zeta Psi Fraternity is seeking a motivated self-starter to serve as the Expansion and Recruitment Specialist. This individual will be responsible for assisting the Assistant Director of Expansion and Recruitment and the Director of Chapter Services with oversight of expansion and helping with planning of future expansion and recruitment efforts. This position is 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 individual will directly report to the Assistant Director of Expansion.

The specific duties expected of the Expansion and Recruitment Specialist:

- Recruitment, Growth and New Chapter Development:
- 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 a recruitment education trainer at Kirby Phi's Conference, Local and Regional Leadership Training Institutes (LTI's) and at Annual Convention.
- Provide coaching to interest groups and provisional chapters on best recruitment practices
- Help support provisional chapter benchmarks for growth. This includes education plans for membership development.
- Support the Chapter Development Committee with analyzing data to help make informed decisions around growth of chapters and the fraternity.
- Facilitate model provisional chapter education and support for the new provisional chapter.
- 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.
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Fraternity Expansion:

- Assist with the Fraternity's assigned 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 reestablish 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.
- Work with the Assistant Director of Expansion and the Director of Chapter Services to set and achieve semester expansion goals.

Zeta Psi seeks an individual who will make a two-year commitment to the position. The person must be eligible to work in the United States. This position desires a candidate with an earned bachelor's degree and an Initiated member of Zeta Psi Fraternity, Inc but not required.

This position calls for candidates adept at critical thinking, recruitment, and proficient organization, demonstrating a commitment to meeting deadlines while exhibiting strong leadership capabilities. The ideal candidate should demonstrate the ability to troubleshoot efficiently and handle inquiries or concerns with promptness and professionalism. Moreover, adaptability to new environments and situations, coupled with a creative approach to problem-solving, are essential attributes. Exceptional interpersonal skills, both verbal and written, are imperative. The role also demands the capacity to work independently while thriving in a collaborative team setting.

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 traveling more than a reasonable distance from their established home base, the Expansion and Recruitment Specialist is 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 a match after one year of employment. The expected starting salary is \$37,000/year. Expansion and Recruitment staff members retain any loyalty points from travel. Zeta Psi is an at-will employer. Zeta Psi does not discriminate in its hiring practices.

To apply, please send your resume and three professional references to hager@zetapsi.org. Applications will be reviewed on a rolling basis with a deadline of February 1, 2024.