

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 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 specific duties expected of the Consultant are:

- Work with a portfolio of no more than 15 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 to create a safe and healthy 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 a continuous improvement model utilizing the tools provided (BaseCamp, MyZete, Salesforce, Learning Management System)
- Assist with expansion projects including traveling to project sites and working with local elders and institutions to recruit membership for the establishing chapters.
- 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 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 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, 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. 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.