

## Job Description

**Position:** Expansion and Recruitment Specialist

**Start Date:** Immediate

Zeta Psi seeks a full-time, exempt Expansion and Recruitment Specialist to support the Zeta Psi Educational Foundation and Fraternity remotely or from Pearl River, NY, with an immediate opening available.

## Key Responsibilities:

- Assist with on-campus expansion processes, including maintaining relationships with colleges and alumni to support new and re-establishing chapters.
- Support expansion groups by coaching them on recruitment and growth practices, and guiding them through recruitment benchmarks and member education.
- Work with staff to facilitate initiation and chartering events.
- Other duties assigned.

## Qualifications:

- Entry-level; Bachelor's degree and Zeta Psi membership preferred.
- Strong critical thinking, organization, recruitment, and leadership skills.
- Ability to work independently, adapt quickly, and communicate effectively.
- Extensive travel and flexible schedule required. Must be U.S. work-eligible.

## Compensation & Benefits:

- **Salary:** \$44,000/year
- **Benefits:** Health care, unlimited PTO, holidays, 401(k) with match after one year, flexible work environment, and opportunity to live on-site at IHQ. Staff retain any loyalty points from travel requirements.

This job description is a summary of the job's typical functions, not a complete list of all possible duties and responsibilities.

**To Apply:** Send your resume to [boisvert@zetapsi.org](mailto:boisvert@zetapsi.org). Applications reviewed on a rolling basis.