

**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. The position reports to the Associate Executive Director. This position is “remote” from the International Headquarters. The specific duties expected of the REC are as follows:

- Work with a portfolio of assigned chapters to assist them in meeting their goals and the missions of the Educational Foundation and Fraternity.
- Assist assigned active chapters in meeting the ideal chapter standards using an accreditation-style continuous improvement model.
- Serve as a resource to assigned Elder chapters and help these organizations with their local oversight of chapter operations.
- 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 at least one in person assessment visit to each assigned chapter biannually, which includes advance preparation, meeting with key Elder members, and if appropriate, university staff, and a detailed report. These visits must include appropriate review of the current Zeta Psi Risk Management policy. After the visit, follow-up on identified action items to help the active and elder chapters meet the mutually agreed upon goals.
- 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.
- Attendance at monthly in person staff meetings that are generally held in Pearl River, NY.
- Attendance at quarterly in person staff retreats, held in different locations
- A commitment to prudent expense control.
- Other duties as assigned.

The ideal candidate is an initiated member of the Zeta Psi Fraternity in good standing who will make a two school year commitment to the position. The position requires an earned bachelor’s degree and is expected to have completed either two year’s work experience, a Master’s degree program, or honorable discharge for the armed services. The person must be eligible to work in the United States.

The position requires travel to assigned chapters, the annual convention, LTIs, and monthly staff meetings. Weekend work is common, but compensatory time in the same week is permitted. When travelling more than a reasonable distance from their established home base, Regional Leadership Consultants are expected to stay in an area hotel. Regional Education Consultants are not permitted to sleep at a chapter house or student housing without the permission of the Associate Executive Director.

Salary is compensatory with experience.

Except for holidays, Zeta Psi IHQ does not permit time-off during the week of the annual Convention or during the traditional academic terms (September 1 – December 15 and January 2 – April 15.)

To apply, please send your resume to [boisvert@zetapsi.org](mailto:boisvert@zetapsi.org).