



## **Chapter Management Associate**

### **POSITION SUMMARY**

Chapter Management Associates foster strong relationships with chapter leaders, alumni volunteers, and campus administrators at colleges and universities across North America. These individuals provide support and development to existing chapters and newly established colonies by focusing on development of strong chapter operations in areas such as recruitment, membership education, and risk management. Chapter Management Associates serve as the primary liaison between individual chapters and the Fraternity's Executive Office, and are responsible for the promotion of the values of Sigma Pi Fraternity. This position reports to the Director of Chapter Management.

### **PRIMARY RESPONSIBILITIES**

- Visits Sigma Pi undergraduate chapters and colonies to meet with individual leaders, volunteers, and administrators to ensure their continued success
- Provides training and leads discussions for the continuing development of chapters on topics including, but not limited to, recruitment, membership education, health and safety, scholarship, chapter management, etc.
- Completes reports and maintains communication with each chapter and colony following visits
- Assists in colony development efforts, including leading new officer and advisor trainings
- When not traveling, Chapter Management Associates assist in the creation and revision of Sigma Pi programs and resources
- Perform other duties as assigned

### **QUALIFICATIONS AND REQUIREMENTS**

- Bachelor's degree required, preferably with a business emphasis
- History of work experience, including internships/externships, required
- Fraternity knowledge and experience required, Sigma Pi membership strongly preferred
- Exhibited collegiate leadership experiences outside of fraternity life
- Demonstrates exceptional interpersonal skills, being able to network and build relationships with students, alumni, volunteers, and campus professionals
- Knowledge of best practices related to operations, sales, and marketing
- Ability to work independently while maintaining an extensive travel schedule
- Strong proficiency in time and project management
- Possess strong written and verbal communication skills, being able to facilitate programs and deliver dynamic presentations that engage and educate undergraduate student leaders
- Have a willingness to promote positive change and learn new leadership techniques



### **BENEFITS**

Employees will receive a salary commensurate with skills and experience. Sigma Pi Fraternity offers a competitive benefits package that includes: health insurance coverage; 401(k) plan availability; flexible paid vacation/personal time; alumni contacts and networking; professional development; and additional employee perks.

### **APPLICATION INSTRUCTIONS**

To apply, send a cover letter and resume to [SigmaPi@PhiredUp.com](mailto:SigmaPi@PhiredUp.com) with attention to Woody Woodcock. Direct any questions to [SigmaPi@PhiredUp.com](mailto:SigmaPi@PhiredUp.com).