



## Job Description

<b>Job Title: Alpha Success Advisor - Operations</b>	<b>Exempt: N/A</b>
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<b>Reports To: Assistant Executive Director, Operations</b>	<b>Last Update: Mar 29 2021</b>
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### Position Summary

**The Alpha Success Advisor (ASA) will be accountable for strategizing, directing, coaching, and advising our undergraduate Alphas, corresponding alumni boards, and region-specific clubs. This position is vital to the overall success of Chi Psi Fraternity.**

**The ASA will be directly responsible and accountable for the oversight and success of assigned Alphas, including but not limited to recruitment support, new member education, general administrative oversight, risk management and compliance, community service/philanthropic support, educational programming, alumni engagement and support, communications (internal/external), community/campus relations, goal setting, officer transition, and ritual guidance.**

### Responsibilities

- Ensure the timely collection of necessary undergraduate paperwork, forms, and payments as directed by the Director of Operations.
- Ensure the timely completion of online programs by both active and new members, including (but not limited to) Kognito, GreekEDU, Chi Psi Academy, PhiredUp Recruitment certification, etc. and assist in scheduling / participation of Chi Psi Educational Trust facilitated programs and leadership events (the Spencer Institute, Rowe Regional Conferences, and Mid-Year Leadership Retreat.
- Provide weekly, monthly, and quarterly goals to the Assistant Executive Director, Operations
- Provide (at minimum) monthly undergraduate coaching calls tailored to the specific needs of the Alpha. When applicable, it is essential to include other pertinent stakeholders (fellow staff, alumni, University officials, etc.)
- Ensure compliance with Chi Psi and local institution risk management policies.
- Plan/Develop, execute and track an annual strategic plan with each assigned Alpha.
- Attend alumni meetings (Corporation, Advisory Board, Foundation) when requested/necessary to provide an update on undergraduate Alpha performance and current National Fraternity initiatives.
- Work with Assistant Executive Director, Development to support local and national development initiatives and provide reoccurring updates to the AED, Development to refine local and national case statements.
- Approve semesterly Alpha calendars with all pertinent stakeholders.
- Provide Alpha updates when requested by fellow staff or national volunteers and a monthly “account report” during all-staff meetings.
- Work with the Alumni Engagement Coordinator to plan local, region, and Alpha-specific alumni events.
- When necessary, provide alumni/volunteer recruitment support to build, develop, train, and implement the creation and reorganization of alumni advisory boards.
- Work with Director of Marketing and Communications to review, plan, and support undergraduate and alumni-specific social media accounts and marketing calendars.
- Be able to provide high-level recruitment support and mentoring in a wide variety of campus environments.
- Support the Director of Education in the creation, refinement, implementation, and adoption of undergraduate and alumni educational programming.
- Assist with the planning and implementation The Chi Psi Educational Trust-funded leadership events such as the Annual Convention’s Spencer Institute, Rowe Regional Conferences, Mid-Year Leadership Retreat, Outdoor Leadership Program, and any others added subsequently.
- Be available to assist with any additional projects or priorities as directed by the Executive Director, Associate Executive Director, or Assistant Executive Director, Operations.
- Other duties as assigned.

### Requirements

- The applicant **MUST** have a degree from a 4-year accredited University that has an active Alpha of Chi Psi Fraternity.
- The applicant **MUST** be in good standing with the National Fraternity and carry no outstanding balance to the fraternity or their Alpha prior to their start date.
- The applicant **MUST** have strong communications (verbal/non-verbal), organization, and computer skills.
- The applicant **MUST** have a valid drivers license, clean driving record, and be able use and operate their own vehicle.
- The applicant **MUST** be willing to travel as frequently as deemed necessary and submit a weekly expense report.
- The applicant **MUST** have tangible fraternity leadership experience during their undergraduate experience.
- The applicant is expected to serve in this role for no less than two years.