Chi Psi Fraternity

Chi Psi is a Fraternity of gentlemen devoted to its members' personal and collective needs. A selective association of diverse individuals, 1900 Active Members, nearly 30,000 Living Alumni with currently 34 Active Alphas. We are dedicated to cultivating a unique environment that instills a lifelong commitment to Brotherhood.

Position Title: Alpha Success Advisor
Reports To: Assistant Executive Director

Position Summary:

Central Office field consultants are known as Alpha Success Advisors, or ASAs (historically titled "Alpha Visitors"), and they coach undergraduate leaders and travel the country working with Chi Psi Alphas, alumni advisors, and campus and community stakeholders. The ASA will be accountable for strategizing, directing, coaching, and advising our undergraduate Alphas, serving as the main point of contact with each local group. This position is vital to the overall success of Chi Psi Fraternity.

ASAs are 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. Some of these success areas are in direct partnership with Senior team members, while other areas are direct responsibilities of the ASA.

Key Responsibilities:

<u>Alpha Coaching and Account Management</u>

- Complete visits to Alphas based on either priority or request.
- Ensure the timely collection of necessary undergraduate rosters, forms, and payments
- Support the solicitation, planning and execution of Educational Trust facilitated programs for your Alphas
- Be able mentor student leaders in a wide variety of campus environments
- Build rapport with undergraduate leaders, establishing yourself as a trusted resource
- Provide (at minimum) monthly undergraduate coaching calls to the #1s [presidents] tailored to the specific needs of the Alpha (when applicable, it is essential to include other pertinent stakeholders like staff, alumni, or University officials)
- Ensure compliance with Chi Psi and local institution risk management policies
- Plan, develop, execute, and track an annual strategic plan with each assigned Alpha

<u>Oliver and Marie Rowe Regional Conference</u>

- Plan and execute a Rowe Regional Conference for 20-60 undergraduate members [attendance varies heavily by event]
- Solicit and secure quotes from venues to appropriately host the Regional Conference
- Communicate with alumni leaders in advance of the Regional Conference
- Draft educational programming that is specific to the needs of your Alphas in attendance
- Support all logistics regarding undergraduate travel to and from the event

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Stakeholder Communication and Collaboration

- Conduct yourself with professionalism and responsibility when working with both internal and external stakeholders
- Regularly update office trackers with key metrics to support team member initiative
- Participate in collaborative team meeting calls to strategize and provide updates on Fraternity activities
- Attend alumni meetings (Corporation, Advisory Board, Foundation) when requested/necessary to provide an update on Alpha metrics and current National Fraternity initiatives.
- Meet with on campus professionals to build rapport with local communities
- Collaborate with Senior Staff members on various initiatives pertinent to your Alphas including, but not limited to, recruitment, development, marketing, professional development, etc.
- 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
- Support the communication and travel logistics of key Fraternity events to undergraduate leaders
- Other duties as assigned

Qualifications:

- Bachelor's degree
- Proficiency in using the Microsuite Suite of products [Word, Excel, PowerPoint]
- Excellent organizational, communication, and leadership skills.
- Ability to travel frequently for campus visits, organizational events and meetings.

Requirements:

- The applicant MUST have a degree from a university with an active or dormant 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 before their start date.
- The applicant MUST be willing to travel as frequently as deemed necessary and submit timely expense reports.
- The applicant MUST have strong communication (verbal/non-verbal), organization, and computer skills.
- The applicant MUST display a high degree of autonomy and independence.
- The applicant MUST have a valid driver's license, a clean driving record, and the ability to use and operate their own vehicle.

Work Environment:

- This position can be based out of the Central Office in Nashville, TN with moving costs subsidized by Chi Psi Fraternity, but requires frequent travel. Preference will be given to candidates who opt to work out of the Central Office.
- This position can be based remotely but requires frequent travel
- This position is expected to be "in-office" Monday – Friday, 9 am – 5 pm CT, but hours will vary heavily depending on the week and travel