



KAPPA ALPHA THETA

EDUCATIONAL LEADERSHIP CONSULTANT (ELC) JOB DESCRIPTION

Overall Responsibility

An ELC must serve as an earnest, faithful, and enthusiastic worker for the Fraternity in all situations.

Key Areas of Responsibility

General Responsibilities

- Serve as an ambassador/representative for Kappa Alpha Theta
- Communicate regularly with the assistant director of chapter services
- Coordinate visit schedule with assigned chapters

Visit Responsibilities (Pertains to ELCs traveling full-time)

- Identify critical areas of chapter operations requiring attention and address these during each visit
- Enhance the relationship between university administrators, Fraternity headquarters staff, district directors and committee chairmen, chapter officers, and advisory board members by opening channels of communication and providing training
- Strengthen internal chapter operations by training officers, motivating chapter members, implementing policies, teaching problem-solving techniques and conflict negotiation skills
- Facilitate productive one-on-one meetings with college members, chapter officers, advisors, and university personnel
- Create and facilitate leadership and educational workshops
- Educate chapter officers on their responsibilities as they relate to their positions
- Develop action plans to address chapter operation and risk management concerns
- Evaluate chapter status and provide both chapter officers and Fraternity headquarters with documented feedback regarding strengths, weaknesses, and areas for improvement

Establishment Responsibilities (Pertains to based ELCs providing continuous support to a new chapter)

- Collaborate with the local college Panhellenic and Fraternity/Sorority advisor to implement a successful PR campaign
- Recruit members for the new chapter
- Facilitate informational sessions about Kappa Alpha Theta
- Educate new members on Fraternity history, policies, and procedures
- Organize and execute chapter events
- Assist with officer elections
- Educate and support chapter officers and advisors
- Work with assistant director of chapter services to plan and execute establishment and installation activities, including coordinating guests, obtaining space, and communicating with volunteers
- Provide a monthly written update of chapter activity and status.
- Foster a collaborative relationship with chapter officers and their advisors and district directors

ELCs are typically assigned to either travel full-time or to provide continuous support to a new chapter. However, at times, ELCs are asked to fulfill a combination of roles throughout the year.

Consults with:

- Fraternity staff
- District directors
- Fraternity volunteers
- Grand Council members

- College/university personnel

Term of Employment: One academic year with the option to be invited to continue for a second year.

Qualifications:

- Is a Theta in good standing
- Displays strong verbal and written communication skills
- Has effective time management skills
- Exemplifies poise and confidence in all situations
- Exhibits professionalism under all circumstances
- Is self-motivated
- Has the ability to resolve conflict and creatively problem solve
- Demonstrates both independence and teamwork
- Is capable of relating to a variety of age groups
- Is in good health and able to travel extensively
- Believe in the Fraternity's ideals and principles