



KAPPA ALPHA THETA

Educational Leadership Consultant (ELC)

2020-2021 JOB DESCRIPTION

OBJECTIVE

Support college chapters through the leadership development of officers in aims of enhancing the collegiate member experience.

ESSENTIAL FUNCTIONS

- Communicate regularly with headquarters staff and workforce volunteers
- Coordinate visit and travel schedule with collegiate officers and advisors
- Maintain strong communication with collegiate chapters, which includes (but is not limited to) pre-visit, during and post-visit communication
- Create and compile post-visit reports and submission of forms in a timely and thorough manner
- Provide guidance in goal setting with college chapters to ensure chapter growth following ELC visit
- Provide individual leadership coaching to empower collegiate leaders to enact change within their chapter
- Evaluate chapter status and provide documented feedback in a constructive and strategic manner
- Ensure in-person support aligns with the goals determine by headquarters staff and workforce volunteers
- Facilitate workshops providing long-term leadership development for chapter officers and members
- Develop action plans furthering chapter growth on specific topics discussed during in-person visits
- Visit 16-20 chapters per semester, managing own travel schedule and logistics

EXPECTED QUALIFICATIONS

- Candidate is a member of Theta in good standing
- Candidate displays strong verbal and written communication skills
- Candidate exhibits a high-level of professionalism and problem-solving
- Candidate is self-motivated and demonstrates strong time management skills

TIMELINE

July 2020- April 2021

This a full-time traveling position. Opportunity to be invited for a second year.