



PHI GAMMA DELTA INTERNATIONAL HEADQUARTERS

JOB DESCRIPTION

Job Title: Director of Accountability

Classification: Exempt

Location: Lexington, Kentucky preferred; remote work will be considered for the right candidate

Supervisory Relationships: This position reports to the Assistant Executive Director

Position Summary: The Director of Accountability will oversee all aspects of the Fraternity's undergraduate chapter conduct process, including the investigation, adjudication and sanctioning of alleged violations of the Fraternity's laws and policies. Additionally, this position will develop resources and advise undergraduate chapters in accountability and discipline of members.

Qualifications:

- Bachelor's degree required; at least four years of professional work experience required.
- Master's degree in higher education/student affairs preferred.
- Membership in Phi Gamma Delta or another fraternity/sorority strongly preferred; basic knowledge of Greek life required.
- Fraternity/sorority advising, or student conduct experience strongly preferred.
- Must possess excellent written, verbal and interpersonal skills.
- Must be a self-starter, highly organized and detail oriented.
- Ability to manage multiple projects simultaneously.
- Capability to learn the Fraternity's database software (Raiser's Edge).

Key Responsibilities: *The core responsibilities for this position are outlined below and may change from time to time in accordance with Phi Gamma Delta's needs. Additional duties may be assigned as needed.*

Chapter Conduct:

- Serve as the primary point of contact for the reporting of alleged violations of the Fraternity's risk management policy.
- Serve as the primary point of contact for investigations into alleged chapter conduct violations.
- Develop and implement stipulated summary procedure outcomes (administrative conduct process) with chapters.
- Manage the Fraternity's chapter conduct process for all violations adjudicated by the Board of Conduct.
- Monitor chapter compliance with requirements set forth in sanctions issued to them under the Laws of the Fraternity.
- Serve as a liaison between the chapter and host institution in conduct cases.
- Assist and support Graduate Trustees for chapter compliance with approved performance plans.

Chapter Accountability & Discipline of Members:

- In conjunction with the local advisors, advise undergraduate chapters on accountability and discipline of members.
- Review documentation of chapter trials for expulsion to ensure adherence with Fraternity law prior to General Counsel review.
- Serve as the administrator for members appealing expulsions through the Board of Conduct.

Education & Resource Development:

- Develop and facilitate advisor training related to chapter and member accountability.
- Assist with the development of curriculum for Fiji Academy related to chapter and member accountability.
- Develop and maintain chapter Judicial Board resources.

Alcohol-Free Housing:

- Coordinate education of the Fraternity's alcohol-free housing policy.
- Manage the Fraternity's alcohol-free housing exemption process.

Miscellaneous:

- Work with chapter services staff to assess available chapter data to identify opportunities for additional chapter support.

Travel: Occasional evening/weekend work is required with this position; moderate travel is anticipated.

How to Apply: Please submit your resume to Assistant Executive Director [Todd Rotgers](#).