



PHI GAMMA DELTA INTERNATIONAL HEADQUARTERS

JOB DESCRIPTION

Job Title: Regional Consultant - Field Secretary Program

Classification: Non-Exempt

Supervisory Relationships: This position reports to the Director of Chapter Services.

Position Summary: Phi Gamma Delta's Field Secretaries serve as consultants to the undergraduate chapters, Purple Legionnaires, and Boards of Chapter Advisors. They support chapters through in-person visits and virtual meetings by advising on all aspects of chapter operations. This can include presenting programs on leadership, alcohol education, and academic improvement. Chapter support also includes meeting with college/university staff and working with advisors.

Qualifications:

- Bachelor's degree
- Membership in Phi Gamma Delta
- Recent Graduate – within the last 3 years

Preferred Skills:

- Time management
- Self-discipline
- Written, verbal, and interpersonal communication.
- Highly organized and detail-oriented
- Ability to think critically

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.

- Serve as a liaison between undergraduate chapters and International Headquarters.
- Promote the fraternity's strategic objectives, and assist fellow staff members in advertising and strengthening chapter participation in other fraternity projects and initiatives.
- Build and maintain relationships with chapter officers, advisors and Fraternity and Sorority Life Advisors.

- Be familiar with the history of Phi Gamma Delta, Phi Gamma Delta Headquarters and the Archives Museum.
- Provide chapter specific, data-driven Chapter Operations support.
- Assess, define, and implement strategies to support the development of chapters.
- Plan semester travel and chapter visits while operating within a regional budget.
- Through chapter visits – Provide support to all chapters in an assigned region.
 - Support includes but is not limited to:
 - Providing relevant, useful, and up-to-date resources
 - Facilitating Educational or Health and Safety Programs
 - Providing Post Initiation and Ritual Education
- On each visit - Complete a comprehensive report detailing chapter operations and analyzing chapter efficiency and conduct, while providing usable feedback for chapter improvement.
- Assist in recruitment pushes for:
 - Expansion Projects
 - Chapters struggling with member retention.
 - Any chapter visited during formal recruitment periods.
- Attend and promote fraternity events. Events include but are not limited to:
 - Ekklesia
 - Academy
 - The Leadership Institute