



PHI GAMMA DELTA INTERNATIONAL HEADQUARTERS

JOB DESCRIPTION

Job Title: Director of Education

Location: Lexington, Kentucky. Telecommuting considered.

Classification: Exempt

Compensation: Salary commensurate with experience

Benefits Offered: Medical, Dental, 401K, Life, Disability

Position Summary: The Director of Education manages the Fraternity's undergraduate educational activities and related initiatives. This includes health and safety education, leadership education and development, pledge education programming and monitoring, online learning development, philanthropy and service, scholarship.

Supervisory Relationships: This position reports to the Senior Director of Undergraduate Services. This position supervises the Coordinator of Educational Programs & Online Learning.

Qualifications

- Bachelor's degree required; three 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
- Experience managing others
- 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.

Health & Safety Programming

Administer the development and implementation of the Fraternity's health and safety programming including:

- Manage the curriculum for Alcohol Skills Training Program, Social Strengths Workshop (sexual assault prevention) and Testing Points Workshop (bystander intervention).
- Recruit and maintain a team of approximately 50 volunteer facilitators to deliver the programs.
- Oversee *Behind Happy Faces*, a peer facilitated mental health education program.
- Evaluate program effectiveness and impact.
- Oversee completion of *GreekLifeEdu*.

Leadership Education & Development

Administer the development and implementation of the Fraternity's Leadership Development programming including:

- Oversee the Fraternity's Leadership Institute, including curriculum development, recruiting and training volunteer facilitators, evaluating program effectiveness and impact.
- Oversee undergraduate programming efforts at the annual Fiji Academy including chapter officer tracks, Pursuing Excellence tracks and group sessions.
- Develop programming to help further expand the Fraternity's Building Courageous Leaders strategic initiative.

Pledge Education

Oversee the Fraternity's Prescribed Pledge Education Program, monitor chapters' compliance with required use and provide resources which encourage positive and productive pledge education programs.

Online Learning Development

Manage ongoing content development on the Fraternity's Learning Management System. Work with our third-party content developer and applicable staff to grow and develop content for undergraduates, chapter officers and graduate volunteers.

Philanthropy & Service

Track and provide support to the undergraduate chapters in their philanthropic and community service efforts. Also, maintain open communication with the Fraternity's philanthropic partners, including the United Services Organization (USO) and Donate Life.

Scholarship

Track and provide support to the undergraduate chapters in their academic efforts. Also, assist the Fraternity's Educational Director, an Appointed General Officer, in his duties.

Travel

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