



BETA THETA PI
— MEN OF PRINCIPLE —

Programming Advisor *Position Description*

Title	Programming Advisor
Reports to	Chapter Counselor
Qualifications	<ul style="list-style-type: none"> • Experience with event planning from developing the plan to successful implementation. • Ability to balance various priorities while achieving goals and priorities. • Knowledge of how to be an effective manager and the ability to teach that to others. • Believes in having a balanced programming calendar to have a holistic fraternity experience.
Time Allocation	50% Direct advising of the VP of Programming and the chapter. 30% Active participant of the Advisor Team. 20% Developing relationships with constituents.
Term of Appointment	Based upon individual availability, but minimum 2 years.

Mission, Vision, Values & Priorities of Beta Theta Pi

Mission	To develop men of principle for a principled life.	
Vision	Every member will live Beta Theta Pi's values.	
Core Values	Mutual Assistance	Betas believe that men are mutually obligated to help others in the honorable labors and aspirations of life.
	Intellectual Growth	Betas are devoted to continually cultivating their minds, including high standards of academic achievement.
	Trust:	Betas develop absolute faith and confidence in one another by being true to themselves and others.
	Responsible Conduct	Betas choose to act responsibly, weighing the consequences of their actions on themselves and those around them.
	Integrity	Betas preserve their character by doing what is morally right and demanding the same from their brothers
Strategic Priority Areas	Self-Governance, Education, Recruitment, Volunteers	

Impact Statement

It is important for Beta chapters to compliment the educational experience of their members with additional development opportunities. Whether it is building brotherhood through alumni events or intramural sports; giving back to the community with service and philanthropy events; or having fun with social and special events, a balanced programming calendar is essential to providing a positive fraternity experience for today's members.

With so many events occurring simultaneously, the Programming Advisor coaches the VP of Programming on how to successfully plan and execute all of the chapter's programming. The advisor teaches the VP how to utilize his committee of members to aid in the logistics and implementation of various events. In addition, the advisor ensures that the chapter has a robust programming schedule and does not focus too much energy or finances on one component of their responsibilities at the detriment of others.

Overall Job Responsibilities

Direct advising of the VP of Programming and the chapter (50%):

1. Maintain weekly contact with the VP of Programming.
2. Attend at least one chapter meeting a month.

Be an active member of the Advisor Team (30%):

1. Attend all quarterly advisor team meetings.
2. Attend and participate in *Keystone Regional Leadership Conference* in February.
3. Meet with District Chief or Assistant District Chief once a semester.

Build relationships with constituents (20%):

1. Meet with the Leadership Consultant during his visit with the chapter.
2. Build positive rapport with chapter members, volunteers and university staff by attending specified chapter and university programming.

Competencies

Competency	Definition
Planning	Exhibits skills in advance planning, coordinating logistics; pays close attention to details
Foster Collaboration	Works in partnership with others to achieve results
Achieve Results	Demonstrates and creates a sense of urgency and commitment for achieving results
Demonstrate Initiative	Ensures execution of work tasks needed to accomplish organizational goals
Uses Sound Decision Making & Judgment	Effectively and critically examines issues and problems and makes judgments in line with organizational values
Innovation & Strategic Thinking	Takes risks and challenges the process; considers the long-term implications of daily work through critical thinking and/or assessment
Manage & Develop Others	Contributes to the personal and professional growth and development of their undergraduate counterpart, the chapter, and fellow advisers