

# Beta Theta Pi Fraternity & Foundation

## *Position Description*

<b>Title</b>	Expansion Consultant
<b>Department</b>	Chapter Services
<b>Reports to</b>	Director of Expansion
<b>Minimum Qualifications</b>	Bachelor's degree, experience with relationship building and project management
<b>Time Allocation</b>	50% - Member Recruitment, 10% - Volunteer Recruitment, 15% Captainship assignments, 15% Colony Development; 10% -- Chapter Services Department support
<b>Term of Appointment</b>	Minimum 11 months, based on individual contract (12 months desired)
<b>Start Date</b>	Variable

### Vision, Mission, Values & Priorities of Beta Theta Pi

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

### Impact Statement

Beta Theta Pi's expansion department is committed to establishing sustainable new chapters that further the fraternity's strategic priorities by providing well-trained professional expansion consultants to support the Colony Development Coordinator in the recruitment of undergraduates and volunteers at various expansion projects across North America.

## Overall Job Responsibilities

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1. Work directly as a member of the recruitment team for the re/founding fathers' class at various campuses throughout North America.
2. Work to directly with and provide support to the organization's Focused Recruitment Support chapters/colonies in partnership with the Leadership Consultant.
3. Support the implementation of the comprehensive colony education/development plan alongside the project leaders.
4. Actively develop and cultivate relationships with General Fraternity constituents (students, volunteers, university administration, parents, etc.).
5. Attend every All-Staff meeting and be a contributing member of the expansion department by supporting department projects, tasks and conversations.
6. Support the initiatives of the Administrative Office and General Fraternity (convention, board committees, strategic planning, etc.).

## Competencies

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Competency	Definition
Planning	Exhibits skills in advance planning, coordinating logistics; pays close attention to details
Program Development	Demonstrates knowledge in educational, learning & leadership theory and writing curriculum
Facilitation & Presentation	Knowledgeable & skilled in delivering content to and facilitating both large and small group programs
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
Change Management	Anticipates and plans for a rapidly changing environment; adapts quickly to change
Innovation & Strategic Thinking	Takes risks and challenges the process; considers the long-term implications of daily work through critical thinking and/or assessment