



**Beta Theta Pi Fraternity & Foundation
Position Description**

Title	Chapter Operations Specialist
Department	Chapter Operations
Reports to	Director of Chapter Operations
Minimum Qualifications	<ul style="list-style-type: none"> • Clear understanding of Beta Theta Pi's Mission, Vision and Ritual. • Degree from an accredited four-year college or university • Demonstrated leadership within the Fraternity and/or student organizations • Desire for extensive travel and relocation to Oxford, Ohio • Ownership or full access to an insured vehicle • Professional conduct and appearance* <p><i>*Conservative business attire is the standard dress code for the office. Both business casual and business professional attire will also be required.</i></p>
Preferred Qualifications	<ul style="list-style-type: none"> • Member of Beta Theta Pi
Time Allocation	50% Chapter Operations, 40% Volunteer Development, 5% Leadership Development, 5% Other
Term of Appointment	2-3 yrs.
Start Date	Variable

Vision, Mission, Values & Priorities of Beta Theta Pi

Vision	Every member will live Beta Theta Pi's values.	
Mission	To develop men of principle for a principled life.	
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	



BETA THETA PI

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Impact Statement

Beta Theta Pi's chapter operations specialists model and promote the principals and obligations of Beta Theta Pi to various constituencies of the Fraternity, such as undergraduates, volunteers and college/university professionals.

A chapter operations specialist fosters strong relationships with chapters, volunteers and universities within a region while providing coaching on operations, organizational development and General Fraternity initiatives. This person assists members and communities in the form of operational assessment and support, administrative support, leadership development, expansion and education through the execution of Beta Theta Pi's strategic plan.

Overall Job Responsibilities

1. Serve as the General Fraternity's key **"ambassador"** within a region fostering strong relationships with chapters, volunteers and universities.
 - Strengthen communication within your region and report on the current state of chapter/colony operations to all constituencies (chapter, volunteers, university, staff, etc.)
 - Support the overall efforts and programs of the Fraternity by attending various inter-fraternal meetings, facilitating leadership experiences, conducting tours of the Administrative Office, assisting with the planning, preparation and execution of the annual General Convention, etc.
 - Serve as the contact between the Administrative Office and all regional constituents regarding nearly all Fraternity matters.
2. Serve as an operational **"expert"** on policies, best practices and traditions of the Fraternity and coach chapters, volunteers and universities to improve.
 - Gather and positively influence the regional statistics and performance of chapters and be the point person for all relevant information.
 - Facilitate in-depth goal-setting/programming sessions with chapters, working with officers, members, advisors and the university to assess, plan and motivate.
 - Drive the recruitment, placement and coaching of advisors and district chiefs to effectively perform their duties.
 - Develop resources, programs, workshops and presentations for use in assisting their constituencies, and train other staff members on their purpose, use and distribution/presentation.
3. Serve as a **"project manager"** – developing project plans and managing their implementation according to dates, guidelines and expectations.
 - Assist with the expansion and colony development process including (re)-founding father recruitment, operations, advisor training and member education.
 - Executing a wide variety of tasks to support General Fraternity programming (leadership development opportunities, Convention etc...)
 - Recruit men to General Fraternity leadership experiences.
 - Play a role in both the recruitment and hiring process of potential General Fraternity employees as required, specifically future chapter operations specialists.
 - Plan and execute projects assigned within the strategic direction of Beta Theta Pi.



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Competencies

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
Manage & Develop Others	Contributes to the personal and professional growth and development of direct reports & other staff members

Job Specific Competencies

Competency	Definition
Adaptive	A consultant will be presented with many challenges within his role. In order to achieve effective results, the ability to adjust accordingly is of dire importance
Motivated	The job requires a passion for the Fraternity's purpose and the focus to accomplish set goals.
Conscientious	A consultant is expected to have self and situational awareness, while demonstrating appreciation and affinity for others' perspectives.
Professional	As an employee of Beta Theta Pi and a Greek professional it is expected that a consultant will maintain appropriate dress and demeanor.
Independent	Due to travel demands a consultant must at times be self-reliant and autonomous.
Living the Ritual	A consultant is a representative of Beta Theta Pi and is expected to exemplify the Fraternity's values at all times.
Social	A consultant will be adept in all social settings, and will maintain confidence and communicate clearly as he builds rapport with the General Fraternity constituents.