



BECOME A BETA THETA PI TRAVELING STAFF MEMBER

1. What is a Chapter Operations Specialist?

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 promotion of the principles and obligations of our Fraternity.

2. What is a Chapter Development Coordinator?

A chapter development coordinator establishes a sustainable, new chapter by focusing on volunteer support, member recruitment, and on-site chapter development. This person is responsible for recruiting a (re)founding father class, educating members on the principles of the fraternity, training an advisory team, providing operational assistance and ensuring the long-term success of the chapter.

3. What are we looking for?

- Excellent communication and organization skills
- Strong personal character and work ethic
- Desire to travel and ability to adapt to new situations quickly and easily
- A history of chapter and community involvement
- Deep love for the Fraternity and helping others
- Relocate to Oxford, OH for a two-year term

4. What is it like to be a Chapter Operations Specialist?

- Lots of travel and diverse experiences – manage a region of 10-25 chapters
- Meeting new people and making contacts – work with 500+ collegians and 100+ volunteers
- Challenging situations and personal growth – present to groups ranging from five to 300
- Enable positive change, every day for the fraternity that you love

5. What is it like to be a CDC?

- Unique travel experience- establish a life in a new city and live there for the academic year
- Establish a chapter at an exceptional campus- recruit re/founding fathers to re/start a chapter
- Direct management and facilitation practice- teach members how to run a sustainable organization
- Lay the foundation- establish advisory teams and support networks

6. What are the benefits?

- 38 paid vacation days per year, including two weeks at the Holidays
- Technological incentives – laptop and phone
- Flexible schedule – set your own while traveling
- Diverse experiences meeting new people
- Live with your best friends . . . rent free
- Experience a “true fraternity experience”



BETA THETA PI

— MEN OF PRINCIPLE —

How can you work for the General Fraternity?!

You have a definite desire to work for the Fraternity you love. You are also aware of the increasing competitiveness for employment with the General Fraternity. You will apply, but you want to make sure you are in a good position to be hired. What can you do to make yourself stand out as a candidate?

1. Be involved

All of the men who work for the General Fraternity have a history of leadership. Nothing prepares you to work for the fraternity better than leading as an undergraduate. Experience leading your chapter and on campus are expected. While not everyone was a chapter president, all led in some capacity. Get involved in your chapter, on campus, and in the community.

2. Attend leadership opportunities

Nearly all of our recent applicants are graduates of at least one Beta Theta Pi leadership program. Make attending these programs a priority:

- The John and Nellie Wooden Institute for Men of Principle
- The Peter F. Greiner Leadership College
- The Undergraduate Interfraternity Institute (UIFI)
- The Jon Williamson Futures Quest
- The Miller Nichols Chapter Presidents Leadership Academy

3. Intern

Interning with the General Fraternity is an incredibly valuable experience. You will have the opportunity to see the behind-the-scenes work of the staff and see how you fit on the team. Interns are a step ahead of the field as the staff has the opportunity to see them in action and interact in a professional environment. Be sure to express your interest in this opportunity early and often!

4. Get exposure and ask questions

As with any employer, the more you are seen, the better your chances. Never pass up the opportunity to visit with General Fraternity staff, volunteers and alumni. Schedule a time to meet with your specialist when he's in town. Visit with your district chief about his relationship with staff. Email questions to staff members and visit with former staff members who may live in your area. Always take advantage of the opportunity to get more information.

5. Apply early

An early application will start the conversation much earlier. It communicates your interest and puts your name on the radar right away. Once available, you can find travelling staff applications at beta.org/careers.

We are excited about your interest in working for the General Fraternity! We are committed to finding the best and brightest in Beta's Broad Domain to serve as traveling staff. Hopefully, these five tips will help you have a great experience throughout the hiring process!

"Having the opportunity to lead an expansion effort for an organization that did so much for me as an undergraduate has been an honor. There are few opportunities right out of college that provide you the autonomy and responsibility that go with starting a chapter from the ground up. I'm fortunate to have left my mark on the history of Beta Theta Pi." — Alex Contreras, *Knox '18*

"Coming to work on the Administrative Office staff has been the best decision I've made since joining Beta. The personal and professional development that I have seen in myself and coworkers has surpassed my expectations and given me real world experience. The networking and countless relationships that I have built across the nation continue to propel me in a positive direction as I grow in my career." —Michael Schultz, *Wichita State '17*