



Chapter Educational Resource Coordinator

Position Summary: This entry-level position is the first point of contact for chapter and member service at the Heritage Center. The goal is to assist and help each AKPsi chapter grow and achieve their goals while working closely with the three other resource coordinators to collaborate on chapter operations across all areas.

Reporting Relationship: Reports to the Director of Student Services

Supervision Relationship: None

Leadership Responsibilities:

- Manage and facilitate in assessing chapters and match needed resources and/or assistance
- Build and maintain positive working relationships with chapters and volunteers
- Act as the educational resource liaison for chapter operations, best practices, membership issues, recruitment, retention, and officer training
- Manage probation and guidance terms for chapters
- Assist with chapter reporting through ChapterSpot
- Assist with the design, development, and delivery of student leadership programs

Administrative Responsibilities:

Chapter Support

- Field calls from chapters and chapter-based volunteers to assist in providing solutions to chapter issues
- Develop relationships with chapter-based volunteers in order to consistently meet chapter need
- Identify areas of need in region and works with appropriate staff and volunteers to provide solution
- Collaborate with the area's Vice President and four Regional Directors to ensure resource needs of Area and individual regions are being met

Chapter Success Plan

- Organize and oversee the Chapter Success Plan process and deadlines
- Providing relevant resources to help chapters accomplish their Chapter Success Plan and goals

Chapter Pulse Point Report

- Work closely with struggling chapters to facilitate chapter improvements
- Prepare background information on chapters who have missed minimum standards for the previous year to provide appropriate recommended/required action items.

Risk Management

- Monitor probationary and guidance terms to ensure chapter improvement
- Work with Associate Director of Risk Reduction on probationary calls, investigations and other risk management issues within area

Education

- Assist in the development and delivery of educational programming as needed

Events

- Attend annual PBLI event and bi-annual Convention to provide on-site staff support

Expansion

- Travel to one university per year for an expansion visit
- Market AKPsi and recruit students while on expansion visit
- Perform colonization ceremony, train officers, leadership retreat
- Monitor and work with colony remotely on the colony to chapter process until the colony installs and become a student chapter

To apply for this position, visit: akpsi.org/apply