



8741 Founders Road  
Indianapolis, IN 46268-1338  
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## EMPLOYMENT OPPORTUNITY

### POSITION

**Chapter Services Coordinator**

### DEPARTMENT

Fraternity Operations

### COMPANY

Sigma Tau Gamma Fraternity, Inc.

### OUR VISION

**Building Noble Generations of Men.**

A Sig Tau knows that life is about growing to your own personal best, growing to greatness. He doesn't just happen upon us; he is chosen from among our friends to be called our Brother. He is then shown the deeper meaning behind our outward principles – principles which give our men every advantage to make each day count, the knowledge to strive for one's personal goals, and the will to be courageous. What a Sig Tau believes, shapes who he is and informs his every action.

A fraternal experience committed to building a generation founded upon nobility remains the principal benefit of membership in Sigma Tau Gamma and the one definitive element that differentiates us from other fraternal organizations on campus.

By the very definition of the word *noble*, those not affiliated with Sigma Tau Gamma will know that we provide values-based leadership development opportunities to our members. With the vision as a backdrop, we have developed a purpose statement, which will focus our efforts.

### OUR PURPOSE

**To be a Fraternity of Courageous and Noble Gentlemen Who Always Endeavor Forward.**

Having courage is the most important thing any man can do, it is a foundation because without courage you cannot practice any of the principles or strive to be a high-performing noble gentlemen.

It is our duty to provide a spontaneous and joyous welcome to each and every man who wants to call himself a Sig Tau. By creating that kind of environment, we will foster the best within each and every member, thereby giving them a path to pursue wisdom all through life. It is that commitment to better oneself that will give them the will to endeavor forward – always.

We cannot reach our vision or exemplify our purpose if the products and services we offer are not **relevant** to our members, **replicable** across chapters and time, and **recognizable** as ours so as to

be discernable from our competition. These 'Three R's' will become the litmus test against which we will allocate resources in the months and years to come.

## YOUR ROLE IN OUR VISION AND PURPOSE

The Chapter Services Coordinator is a full-time position responsible for several functions within Sigma Tau Gamma Fraternity, which includes connecting with and developing all of our collegiate chapters and associate chapters across the country, assisting associate chapters with their chartering process, and coordinating the chartering ceremonies.

This Coordinator reports directly to the Associate Director of Chapter Services. As a Chapter Services Coordinator, you will focus primarily on providing guidance for the purpose of supporting the chapters and associate chapters and their members of the Fraternity.

Your success will be defined by your ability to produce quality work against hard deadlines, build collaborative and productive relationships with staff, undergraduates, alumni, and volunteers, and be proactive in the continued development and execution of the Fraternity's undergraduate engagement strategy.

As a non-profit organization, our organization has prioritized that chapter enrichment needs to be given to all chapters for Sigma Tau Gamma to reach its full potential, making this position essential to the Fraternity's long-term ability to achieve the organization's membership development initiatives.

## SPECIFIC RESPONSIBILITIES

- Provide assistance, guidance, and instruction to each of our chapters, associate chapters, and their members.
- Travel as a representative of Sigma Tau Gamma Fraternity for presentations, training, investigations, new advisor/officer relationship building and all Sigma Tau Gamma national programs (Noble Man Institute, Earl A. Webb Academy of Principled Leaders, Grand Conclave, Endeavor) – **at least 50% travel should be expected.**
- Demonstrate ability to ensure chapters and associate chapters and associate chapters meet all administrative deadlines each semester.
- Assist with the development and implementation of chapter budgets, dues structures, and debt payment agreements.
- Assist in the creation of educational and developmental resources for chapters and chapter officer positions.
- Develop and implement plans to increase member recruitment, involvement, and retention in the collegiate chapters.
- Conduct regular coaching calls with chapter and/or associate chapter leadership.
- Communicate monthly with campus/university partners to ensure proper chapter support as well as to ensure completion of campus/university/Fraternity deadlines.

- Establish and implement plans to increase implementation of critical Fraternity programs such as the Path of Principles (member development), OmegaFi partnership, Chapter Standards Report (chapter assessment), ChapterBuilder, and the Special Olympics Partnership.
- Develop and execute plans to increase participation and value of regional and national events and programs.
- Establish and implement plans to increase safe and healthy behaviors and activities in chapters and address unhealthy behaviors and events.
- Analyze and review operational procedures, identify problem areas, and optimize performance through analyzation and problem-solving.
- Build partnership with Chapter Advisory Teams and provide them with relevant communication on a frequent and regular basis.
- Assist with the management of chapter officer educational materials, manuals, and workshops.
- Collect, organize, and track transition documentation and records.
- Acts as a liaison with campus professionals, vendor-partners, and other constituents to answer questions and/or resolve internal and external chapter issues.
- Interfaces with the other team members for member safety and leadership programming needs.
- Foster relationships with new and existing interfraternal colleagues that work in the area of chapter services.
- Pursue continuing education and training on topic areas related to your position.
- Maintains the Fraternity's reputation for integrity, responsibility, caring and prudent management of member information.
- Provides ideas, opinions, or information in an articulate, professional manner.
- Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

None

## **SUPERVISOR**

Associate Director of Chapter Services

## **QUALIFICATIONS**

- Member of Sigma Tau Gamma Fraternity or other fraternity/sorority and basic knowledge of the Fraternity strongly preferred.
- Bachelor's Degree Required.
- Ability and willingness to travel as a representative for at a time on behalf of Sigma Tau Gamma Fraternity when needed. At least 50% travel should be expected.
- Computer literacy and proficiency with Microsoft Office software suite.
- Must possess excellent analytical, organizational and communications skills.
- Initiative and independence in carrying out responsibilities.
- Ability to prioritize and manage multiple tasks and a variety of demands.

- Strong self-motivation and the ability to work as a team member.
- Commitment to maintain confidentiality and a high degree of accuracy in constituent records.
- Ability to anticipate needs, see opportunities, and use good judgment in dealing with confidential information.
- Must be able to work in an environment of constant demands and frequent interruptions. Just don't like this language.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive work environment, the spirit of cooperation and positive reactions to change.
- Aptitude for learning about the housing and Greek industry, our principles and practices and ability to maintain a professional, polished demeanor.
- Must be able and willing to lift and carry items 35-50 lbs.
- Creativity, curiosity, sense of humor, high energy level and enthusiasm.

#### **LOCATION**

Remote/In-person/Hybrid Opportunities

#### **DESIRED START DATE**

June 19, 2023

#### **EMPLOYMENT STATUS**

Full Time, Exempt Employee; Salary

#### **COMPENSATION AND BENEFITS PACKAGE**

Sigma Tau Gamma is a small, non-profit business with a large reaching impact. Our select staff of nine men and women immediately allows you to join and have an instant impact on an organizational membership of over 63,000. From day one, you become a valued and essential member of our team.

Additionally, you will receive:

- Competitive Nonprofit Salary
- Meal and Mileage Reimbursement
- Health, Dental, and Life Coverage (at no cost to the employee)
- Vision, Optional Additional Life, Disability, Legal Coverage Options
- Paid Holidays, vacation days, and sick time
- Cell Phone Nonprofit Rates
- Personally Retain Accumulated Airline and Hotel Travel Points
- Ability to Participate in 401K with a Company Match
- Personal and Professional Development Growth Opportunities

#### **NON-DISCRIMINATION POLICY**

The Sigma Tau Gamma Fraternity, Foundation, and the WPN National Housing Company are an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.