



PHI SIGMA KAPPA

HEADQUARTERS STAFF

STAFF POSITION: DIRECTOR OF EXPANSION

A key resource to the success of our Fraternity is its International Headquarters staff—a collection of sharp, energetic, team-oriented people whose primary goal is to make Phi Sigma Kappa the best Fraternity it can be. Staff members excel in creating new programming initiatives designed for personal and chapter development.

Purpose

To lead in the planning, execution and follow-up of projects regarding expansion of new groups and recruitment at existing chapters and colonies.

Key Accountabilities

- 1) Coordination, management and support of the Fraternity's expansion program;
- 2) Research, develop, and secure expansion commitments;
- 3) Execute on-campus expansion and recruitment process for identified expansion sites;
- 4) Analyze recruitment trends for chapters and identify potential recruitment needs;

Key Expectations

- 1) Plan and execute one or more expansions each semester (paired with a Chapter Consultant) and continue working with the colony to achieve chartering standards:
 - a) Conduct a six to eight week on-campus expansion visit to recruit and colonize a new Phi Sigma Kappa group.
 - b) Responsible for all training and colony development in the areas of fraternity education, chapter management, harm reduction and alumni affairs. This will be done over multiple colony visits and via distance learning (i.e. Skype, conference calls, etc.)
- 2) Research and contact potential universities targeted for expansion to include presentations, site visits, interest group development, alumni outreach and training.
- 3) Provide additional recruitment and growth chapter visits as needed from Chapter Services.
- 4) Help to plan and execute Phi Sigma Kappa national conferences.
- 5) Perform other duties, as assigned, to meet objectives of the Fraternity.

Key Challenges

- 1) Ability to interact effectively with a wide range of members and constituents;
- 2) Extensive travel; Position will be based in Indianapolis, IN
- 3) Must have excellent organizational skills, attention to detail, be able to meet deadlines and successfully manage multiple priorities, and be able to follow through;
- 4) Must have initiative and enthusiasm to serve our members and to better the organization
- 5) To complete other tasks as assigned by the Chief Operating Officer or Director of Chapter Services.

Chapter Services Goals

- 1) To provide all Phi Sigma Kappa chapters with continuous leadership and learning opportunities, empowered within the local chapter setting;
- 2) To explain the functions and purposes of the International Fraternity to brothers, both undergraduate and alumni;
- 3) To communicate ideas about new approaches, programs, etc. and to acquaint chapter officers with services and programs conducted for them by the Grand Chapter of Phi Sigma Kappa;

- 4) To leave every chapter with an improved image of itself and the Grand Chapter;
- 5) Assist in answering phones, filing correspondence, address updates, and special projects assigned by the Chief Operating Officer or the Director of Chapter Services.

Candidates can send cover letter, resume, and a 2-minute “Phi Sig Pitch” video to Nick Zuniga, Executive Director/COO at nick@phisigmakappa.org