*[NOTE: This position is unlikely to qualify as exempt from the minimum wage and overtime provisions of the FLSA, and thus the employee should be classified as non-exempt, UNLESS the employee exercises discretion and independent judgment in matters of significance. Thus, if the consultant has the ability to make decisions on significant matters, such as entering into real estate contracts in connection with the opening of a new chapter, or making the decision as to whether to open or close a chapter, for example, the consultant may qualify as exempt if (s)he is paid the requisite threshold weekly salary (currently $455 a week to be raised to ~$970 a week). If you are unsure whether the employee qualifies as exempt, seek legal counsel or assume the employee is non-exempt. ]*

[Provide a short summary of your organization, its mission, etc.]

**Position description**

**Title:** Leadership and Expansion Consultant

**Supervisor/reports to:** Director of Leadership and Expansion

**Unit/department:** [Insert if appropriate]

**Non-exempt Position**

**Purpose:** The Leadership Consultant’s role is to educate and improve local chapters by educating, reviewing and supporting them, and to develop new chapters.

**Duties and responsibilities**

* Responsible for visiting local chapters to provide leadership, organizational and risk management training, recruitment assistance and financial advice.
* Responsible for identifying and developing leads on campuses targeted for expansion and leading on-campus recruitment efforts, conducting expansion visits with newly-formed groups, and meeting and cultivating relationships with university officials and intrafraternity councils to garner expansion invitations
* Implementing recruiting strategies for existing chapters and targeted campuses
* Developing new groups to become colonies
* Educate existing and prospective members regarding organizational values, drug and alcohol awareness, and leadership
* Meeting with university personnel, chapter advisors and others during on-site visits
* Assist the Director of Leadership and Expansion with, among other things, developing local, regional and national programming
* Drafting and presenting reports regarding on-site visits and expansion efforts

\*\*\*All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made, unless an accommodation would impose an undue hardship on the organization. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation provided such reasonable accommodation would not impose an undue hardship on the organization.

**Minimum Knowledge, Skills and Abilities Required**

* Member in good standing of [organization]
* Bachelor’s degree required
* Knowledge and understanding of Greek organizations
* Excellent oral and written communication skills
* Excellent interpersonal skills
* Self-motivated and works efficiently independently as well as with a team

**Working conditions**

This position requires regular evening and weekend work, and regular overnight travel (~90% of time spent traveling).

**Physical requirements**

This position requires regular travel and work on-site at fraternity houses across the country, as well as irregular hours.

 **[Organization name] provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, [Organization name] complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that I have reviewed and understand the above job description.

 Employee Name

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 Employee Signature Date