



Senior Director of Operations

Under the supervision of the Executive Director, the Senior Director of Operations is charged with providing oversight and direction for the operational components of Phi Kappa Sigma International Fraternity. The Senior Director of Operations functions as the second most senior staff member and is responsible for management of the fraternity in the absence of the Executive Director. This position will help strategically implement best practices, policies and initiatives designed to enhance the overall growth and development of the organization. This position will supervise the Education Consultants and requires some evening and weekend hours. Responsibilities include:

Chapter Advisement

Actively advise the local chapter officers (personally or through the Education Consultants) and hold regular meetings to resolve issues and/or help meet local / national goals; develop and facilitate educational workshops for volunteers, local chapter officers, general membership and chapter advisors addressing relevant student and community issues; collaborate with chapter advisors and international headquarters staff to advance the goals of each chapter and ensure organizations are complying with university and organizational policies; and help appropriately address and resolve conduct and risk management incidents.

Administrative Duties

Supervise the Educational Consultants; provide budgetary oversight, ensuring that expenditures are appropriate and in compliance with Phi Kappa Sigma's fiscal policies; assist in the develop, implementation, and enforcement of all Fraternity policies, including expectations around membership, reporting, and academic excellence, assist with the development and execution of general targeted programing (i.e. Advisor Trainings, New Member 101 Trainings, Risk Management Trainings, etc.); monitor the academic progress of local chapters, and design programs to encourage scholarships within the Phi Kappa Sigma community; and help manage and maintain the Fraternity webpage and Salesforce CRM.





Community Development

Work with staff and Executive Board to implement Fraternity wide programs to help foster a sense of community among all student members and alumni; cultivate and maintain positive working relationships with student members, alumni advisers, leadership of other fraternal organizations, executive board officers, housing corporations, house directors, inter/national officers and headquarters, and community officials; and collaborate with the Educational Consultants to plan and implement hazing prevention programming.

Additional Responsibilities

Assist the Executive Director, Executive Committee, and subcommittees for the Fraternity with the planning, marketing and execution of Men of Honor, CSI, and Grand Chapter; attend appropriate local chapter functions and campus events to maintain visibility/approachability; establish positive working relationships with campus partners and key stakeholders; stay abreast of current trends related to fraternity and sorority life; and perform other duties as assigned.

The ideal candidate will possess the following:

- Knowledge of issues, trends, applicable standards, policies and best practices relevant to fraternities and sororities particularly related to the National Panhellenic Conference (NPC), the North-American Interfraternity Conference (NIC), risk management and harm reduction.
- Excellent written, verbal and interpersonal communication skills.
- Demonstrated skills in advising, organizational development, motivating students and conflict resolution.
- Ability to conduct assessment and evaluation of educational programs and initiatives based on learning outcomes.
- Proven ability to facilitate educational programs and/or workshops focused on issues relevant to fraternities and sororities.
- Ability to take initiative and work independently in setting priorities to ensure that responsibilities are carried out in an accurate and timely fashion.
- Ability and willingness to function as a member of a team.
- Ability to interact effectively with students, faculty, staff and community members of diverse backgrounds.





Qualifications

Minimum Requirements: A master's degree; will consider candidates currently enrolled in a Master's program with anticipated graduation date of May 2020; 1-3 years of experience advising fraternities or sororities in a professional role, such as working in a university fraternity/sorority office or working in an Interfraternity Council (IFC) or National Panhellenic Conference (NPC) affiliated organization headquarters; and will consider two years of graduate assistant experience as one year of full-time experience.

Preferred Requirements: A master's degree in College Student Personnel, Higher Education, Student Affairs or other relevant discipline; 1 year of experience supervising professional staff; knowledge of student and leadership development theories/concepts; knowledge and experience with the Salesforce CRM, active involvement with an applicable professional association (i.e. AFA) on a regional or national level; and experience with event planning, and budget development and management.

