

POSITION: Academic Excellence Specialist (V)

RESPONSIBILITIES: Serve as member of Fraternity Academic Excellence Team and assigned District Team. Maintain expert knowledge of academic excellence for chapters and alumnae. This position is a commitment of three to five hours per week.

REPORTS TO: District Director (V) and Content Director of Academic Excellence (V)

DUTIES:

General

50 percent

Serve as member of Academic Excellence Team and District Team.
Collaborate with District Team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each alumnae association.
Partner with the Alumnae Relations and Programming Specialists in your district to implement initiatives and programs to create a seamless transition of undergraduates to alumna membership (i.e., graduate school applications, senior programming, a speaker series, etc.).
Partner with the Alumnae Relations and Programming Specialists in your district to implement initiatives and programs demonstrating the Fraternity's belief in and support of lifelong learning for alumna members (i.e., lifestyle webinars, museum events, all-member education programs, etc.).
Partner with each chapter to identify and deploy Fraternity and local or university resources to improve academic performance and complete expectations during Period of Concern.
Partner with the Content Director of Academic Excellence to develop a customized academic excellence program for chapters falling below their university's all-sorority average for more than three terms; monitor progress by regular communication with the chapter.
Maintain a historical record of academic performance within the district and monitor chapter progress in addressing any declines.
Partner with Membership and Leadership Development Specialists in your district to approve grade exceptions for Recruitment and officer transition.
Partner with the Standards Specialist in your district on support for chapters in need of improving academic performance and requests to send chapter member to standards for academic performance.
Maintain expert knowledge of trends and best practices within higher education related to student advising, learning, academic success and retention.

Communication

30 percent

Motivate and guide each Vice President-Academic Excellence in the district toward a better understanding of their role.
Provide feedback on academic excellence reports and Period of Concern forms submitted by each chapter.

Keep the District Director and Content Director of Academic Excellence informed with appropriate correspondence, suggestions, reports, accomplishments and concerns of alumnae and undergraduates.

Collaborate with District Team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association.

Training

15 percent

Provide Kappa-specific training for Vice Presidents-Academic Excellence and their advisers.

Collaborate with Content Director of Academic Excellence and specialists to develop and provide training to associations; revise and create additional resources.

Travel

5 percent

Plan and coordinate membership recruitment visits.

Conduct additional chapter and alumnae association visits, as needed.

Attend additional meetings, as assigned.

POSITION: Advisory Board Specialist (V)

RESPONSIBILITIES: Serve as member of Fraternity Advisory Board team and assigned District team. Maintain expert knowledge of Advisory Boards as it relates to chapters and alumnae. This position is a commitment of 3–5 hours/week.

REPORTS TO: District Director (V) and Content Director of Alumna Relations (V)

DUTIES:

General 60 percent

Serve as member of Fraternity Advisory Board Committee and District team.
Develop relationships with Advisory Board Chairmen and Chapter Council Advisers; serve as primary point of contact for Advisory Board members in your district and connect Advisory Board members with appropriate specialists in district based on the need/question.
Complete informal monthly report on chapters and alumnae associations in district; distribute to Content and District Director; identify trends related to advisory boards occurring in the district and include in quarterly formal reports.
Partner with the Alumna Relations Specialist to identify and recruit potential volunteers for local Kappa positions (Advisory Board, House Board and chaperones).
Assist Alumna Relations Specialists in securing support of alumnae in areas where extension is being considered. Once invited to extend, partner with Alumna Relations Specialist to identify and recruit advisers and House Board volunteers.

Communication 25 percent

Communicate with Advisory Board members on a regular basis.
Collaborate with District team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association.
Participate in conference calls with Content Director at time intervals determined by leader.
Participate in conference calls with District Director at time intervals determined by leader.
Keep the District Director and Director of Advisory Boards informed with appropriate correspondence and reports, accomplishments and concerns of collegians and alumnae and suggestions.

Training 10 percent

Assist the Content Director of Alumna Relations, Content Director of Advisory Boards and Director of Education and Training in the development of curriculum to train and transition alumna serving on Advisory Boards.

Travel 5 percent

Attend necessary meetings to include monthly team meetings, District Leadership Training, Associate Council Seminar and Convention.

Conduct chapter and alumnae association visits, as needed.

POSITION: Alumna Relations Specialist (V)

RESPONSIBILITIES: Serve as member of Fraternity Alumna Relations Team and assigned District Team. Maintain expert knowledge of Alumna Relations for chapters and alumnae. This position is a commitment of 3–5 hours/week.

REPORTS TO: District Director (V) and Director of Alumna Relations (V)

DUTIES:

General

60 percent

Serve as member of Fraternity Alumna Relations Committee and District Team.
Develop relationships with alumnae association Presidents through monthly contact; serve as primary point of contact for alumnae association Presidents and officers and connect officers with appropriate specialists in district based on their needs/questions.
Serve as main point of contact for virtual and special alumnae associations (Owls on a Limb, Keys Oversees, Keepers of the Key, etc.); receive notification of new “Owls on a Limb” alumna members and serve as main point of contact for these members.
Serve as primary contact for chapter officers in your district who work with alumna members.
Complete informal monthly report on chapters and associations in district; distribute to Content and District Director; identify trends related to alumnae association membership occurring in the district and include in quarterly formal reports.
Cultivate and facilitate innovative strategies for increasing alumnae association membership and partner with additional Specialists to execute new ideas.
Evaluate the state of the associations based on the association health continuum (membership growth/decline, participation levels, finance, etc.) and identify associations needing to be moved to inactive status.
Partner with the Advisory Board Specialist to identify and recruit potential volunteers for local Kappa positions (Advisory Board, House Board, alumnae association officers and chaperones).
Secure support of alumnae in areas where extension is being considered. Once invited to extend, partner with Advisory Board Specialist to identify and recruit advisers and House Board volunteers.
Work in cooperation with the district team and Headquarters staff to help identify individuals willing to serve in volunteer capacities in the district.
Advise chapters and associations on the creation and planning of partnership events (e.g., RIF events, Holiday Teas).
Advise alumnae associations on the development and planning of alumnae association events that transition members from undergraduate to alumna status.
Promote reorganization of inactive associations and identify the opportunities for new associations. Set expectations of Convention attendance.

Facilitate the merger of associations through communication with both parties to find common ground and form a joint association.
Promote development of alumnae association mentoring programs for new graduates (big sister programs for alumnae associations).
Promote the participation of alumnae association members in senior programming offered by the local chapter.
Partner with alumna engagement team at Fraternity Headquarters to develop and promote a Dues Direct campaign.
Serve as liaison with Finance Department at Fraternity Headquarters to ensure the financial stability of alumnae associations.
Manage the budget of the Alumna Relations Specialist; provide reports on state of budgets to the Director of Alumna Relations.

Communication

25 percent

Communicate with alumnae associations on a regular basis.
Collaborate with District Team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association.
Participate in conference calls with Director at time intervals determined by leader.
Participate in conference calls with District Director at time intervals determined by leader.
Develop content for an alumna newsletter, aimed at engaging alumna membership; collaborate with the Alumna Engagement Coordinator at Fraternity Headquarters for creation and distribution of newsletter.
Keep the District Director and Content Director of Alumna Relations informed with appropriate correspondence and reports, accomplishments and concerns of collegians and alumnae and suggestions.

Training

10 percent

Assist the Director of Alumna Relations, Director of Leadership Development and Director of Education and Training in the development of curriculum to train and transition alumnae serving in officer roles for alumnae associations.
Assist the Director of Alumna Relations, Director of Advisory Boards and Director of Education and Training in the development of curriculum to train and transition alumnae serving on Advisory Boards.

Travel

5 percent

Attend necessary meetings to include monthly team meetings, District Leadership Training, Associate Council Seminar and Convention.
Conduct chapter and alumnae association visits, as needed.

POSITION: Leadership Development Specialist (V)

RESPONSIBILITIES: Serve as member of Fraternity Leadership Development Team and assigned District Team. Maintain expert knowledge of Leadership Development for chapters and alumnae associations. This position is a commitment of 3–5 hours/week.

REPORTS TO: District Director (V) and Content Director of Leadership Development (V)

DUTIES:

General

55 percent

Serve as member of Fraternity Leadership Development Committee and District Team.
Collaborate with District Team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association.
Conduct goal setting and action plan developments with chapters and alumnae associations. Identify and connect officers to necessary resources.
Assist in identifying the impact of programming on development of Fraternity officers in chapters and alumnae associations. Utilize data to inform strategies for leadership development of present and future officers.
Evaluate best practices and current leadership trends.
Partner with the Director of Talent Management to conduct volunteer appreciation efforts in district.
Maintain expert knowledge of trends and best practices within higher education related to leadership development, assessment and student development.

Communication

25 percent

Directly communicate with VP Organization and VP Organization adviser to ensure Chapter Council transitions are done effectively. Directly communicates with alumnae association Presidents to ensure officer transitions are done effectively.
Partner with Advisory Board Specialists to communicate directly with ABC to ensure Advisory Board transitions are done effectively.
Keep the District Director and Director of Leadership Development informed with appropriate correspondence and reports, accomplishments and concerns of undergraduates and alumnae and suggestions.
Collaborate with District Team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association.

Training

15 percent

Collaborate with Content Director of Leadership Development and District Specialists to provide training to associations and revise and create additional resources.
--

Partner with the Education and Training Department to create leadership training for chapters and alumnae associations.

Travel

5 percent

Plan and coordinate Leadership Development visits to chapters and alumnae associations for leadership development and transition.

Conduct additional chapter and alumnae association visits, as needed.

Attend additional meetings, as assigned.

POSITION: Membership Specialist (V)

RESPONSIBILITIES: Serve as member of Membership Team and assigned District Team. Maintains expert knowledge of chapter and alumnae Membership Recruitment. This position is a commitment of three to five hours per week.

REPORTS TO: District Director (V) and Content Director of Membership (V)

DUTIES:

General

20 percent

Oversee the planning and coordination of all recruitment visits; seek and incorporate input from the Membership Team, District Director and the Field Representatives Chairman.

Maintains expert knowledge of trends and best practices.

For alumnae associations

10 percent

Evaluate alumnae association's current membership numbers and galleys; create growth goals; develop plans to achieve growth; train association officers on how to recruit members by utilizing marketing techniques, such as social media, events, etc.

For chapters

20 percent

Maintain ongoing proactive communication with Membership Chairmen and Membership Advisers; evaluate chapter Recruitment using chapter Report on Recruitment, Release Figure Methodology report, visit reports and communication with Membership Chairman and Membership Adviser; work with Membership Chairman and Membership Adviser to identify areas for improvement and develop plans to address those needs; determine visit needs and schedule as appropriate.

Respond to chapter Report on Recruitment; review NPC Release Figure Report; in extraordinary circumstances, grant exceptions to Release Figure Methodology carry figures and flex lists; consult with Academic Excellence Specialist to determine exceptions to Fraternity academic requirements.

Review and approve all skits and videos presented by chapters during Recruitment; monitor Membership Chairman Facebook group; work with chapters to develop Continuous Open Bidding plans; work to ensure all chapters are at or above total.

Understand NPC and campus Panhellenic rules as they relate to Recruitment; grant exceptions for New Member Programs outside of the six to eight week requirement.

Communication

20 percent

Continuously inform the District Director and Content Director of Membership of appropriate correspondence, suggestions, reports, membership recruitment accomplishments and concerns of alumnae and undergraduates.

Directly communicate with chapter Membership Chairman, Membership Adviser and alumnae association representatives regarding Membership Recruitment and legacy questions, chapter reports and areas of concern.

Collaborate with District Team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association.

Compile membership statistics and reports for district.

Training

20 percent

Provide training in areas of membership and Recruitment for chapters, alumnae associations and membership advisers.

Collaborate with Content Director of Membership and specialists to develop and provide membership recruitment training to associations; revise and create additional resources.

Travel

10 percent

Conduct membership recruitment visits.

Conduct additional chapter and alumnae association visits, as needed.

Attend additional meetings, as assigned.

POSITION: Panhellenic Specialist (V)

RESPONSIBILITIES: Serve as member of Panhellenic Team and assigned District Team; maintain expert knowledge of chapter and alumnae Panhellenic. This position is a commitment of three to five hours per week.

REPORTS TO: District Director (V) and the Fraternity National Panhellenic Delegate or alternate delegate.

SKILLS AND QUALIFICATIONS: Organizational agility, global perspective, strategic thinking, organizing, priority setting, effective communicator, interpersonal savvy, political savvy, conflict management, embraces and manages diversity, intellectual agility, problem solving, and ethics and values.

Knowledge of Fraternity *Bylaws*, *Standing Rules*, *Policies* and recruitment processes; National Panhellenic Conference Unanimous Agreement, policies and best practices; fraternity and sorority landscape; and issues facing NPC member groups.

DUTIES:

General **60 percent**

Supervise the work of chapter Panhellenic delegate; act as primary resource and decision maker for assigned district in this content area.

Review and suggest revisions to the collegiate Panhellenic bylaws, standing rules and recruitment rules in consultation with district-designated NPC delegation member.

Communication **25 percent**

Proactively communicate and support chapter Panhellenic delegate, Panhellenic Adviser and alumnae association representatives regarding Panhellenic issues.

Be prepared for communication from NPC Delegate, delegation members and College Panhellenic Area Advisers appointed by NPC regarding campus culture concerns or policy changes.

Defer all communication from Fraternity and Sorority Advisers or campus administrators to NPC Delegate.

Training and Development **15 percent**

Counsel and train the chapter Panhellenic delegate, Panhellenic Adviser and alumnae association representatives on NPC Unanimous Agreements, policies and best practices and pertinent resources in NPC *Manual of Information* and officer *Leadership Guide*.

Travel

Attend Greek regional conference as requested; potential for one to two weekends per year.

Conduct chapter and alumnae association visits, as requested.

POSITION: Philanthropy Specialist (V)

RESPONSIBILITIES: Serve as member of Philanthropy Team and assigned District Team. Maintain expert knowledge of chapter and alumnae philanthropy. This position is a commitment of three to five hours per week.

REPORTS TO: District Director (V) and Content Director of Philanthropy (V)

DUTIES:

General

45 percent

Guide and educate the chapters, associations and chapter advisers in the Fraternity's philanthropic efforts, goals and visions.

Maintain expert knowledge of Fraternity philanthropy expectations; act as primary resource for district in this area.

Communication

40 percent

Communicate with chapter Philanthropy Chairmen and alumnae association philanthropy officers on a regular basis.

Keep the District Director and Content Director of Philanthropy informed with appropriate correspondence, suggestions, reports, accomplishments and concerns of alumnae and undergraduates.

Collaborate with District Team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association.

Training

10 percent

Provide Kappa-specific training in the area of philanthropy to chapter Philanthropy Chairmen, advisers and association officers.

Collaborate with Content Director of Philanthropy and specialists to develop and provide philanthropy training to associations; revise and create additional resources.

Travel

5 percent

Plan and coordinate philanthropy visits.

Conduct additional chapter and alumnae association visits, as needed.

Attend additional meetings, as assigned.

POSITION: Programming Specialist (V)

RESPONSIBILITIES: Serve as member of Fraternity Programming Team and assigned District Team. Maintain expert knowledge of programming for chapters and alumnae. This position is a commitment of 3–5 hours/week.

REPORTS TO: District Director (V) and Content Director of Programming (V)

DUTIES:

General 60 percent

Serve as member of Fraternity Programming Committee and District Team.
Stay abreast of new educational programming and technology.
Educate chapters and alumnae associations about curriculum, Kappa Learning Institute, Leadership Academy, the All Member Program and Kappa Trainers.
Participate in the development and implementation of educational programming and content (e.g., educational events, facilitator-led content, online learning, training workshops) as it pertains to chapters, alumna members and associations as requested by Content Director of Programming or Department of Education and Training.
Partner with the Alumna Relations Specialist to ensure participation of alumnae associations in new member and senior programming events in assigned district.
Assist chapters and associations with programming needs.

Communication 25 percent

Partner with District Team to identify programming needs for all members (chapters, associations, alumna members).
Keep the District Director and Director of Alumna Relations informed with appropriate correspondence and reports, accomplishments and concerns of collegians and alumnae and suggestions.
Collaborate with District team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association.

Training 10 percent

Collaborate with Director of Programming and District Specialists to develop and provide training to chapters and associations; revise and create additional resources.

Travel 5 percent

Attend meetings as assigned or requested.

Conduct additional chapter and alumnae association visits, as needed.

POSITION: Risk Management Specialist (V)

RESPONSIBILITIES: Serve as member of Fraternity Risk Management team and assigned District team; Maintain expert knowledge of chapter and alumnae risk management. This position is a commitment of approximately 10 hours/week.

REPORTS TO: Content Director of Risk Management; District Director (V)

DUTIES:

General **40 percent**

Support and counsel the work of chapter Risk Management and Event Chairmen
Act as primary resource and decision maker for assigned district in this content area; receive and respond to Event Planning Forms from all assigned chapters.
Partner with and support Risk Management advisers.
Identify trends in the area of risk management that may affect Kappa collegiate chapters and alumnae associations.

Communication **35 percent**

Serve as first point of contact for chapter Risk Management Chairmen, Event Chairmen, Risk Management and Event Advisers; proactively communicate with these audiences.
Serve as contact for alumnae association officers who have questions regarding risk management; proactively communicate with this audience.
Periodically update the Content Director and District Director on the status of risk management in the district.
Collaborate with contacts at MJ Insurance.
Collaborate with Headquarters staff as needed to support the work of chapter and association officers.

Training and Development **20 percent**

Advise and educate the chapters, associations, and chapter advisers in the Fraternity Risk Management Procedures.
Support and assist in the implementation of chapter developmental plans in the area of risk management.
Identify and communicate risk management training needs to Content Director of Risk Management based on trend data; deliver training in area if needed or requested.

Travel **5 percent**

Attend meetings as necessary to include monthly team meetings with Content Specialists, District team, Associate Council Seminar and General Convention.
--

Conduct chapter and alumnae association visits, as requested.

POSITION: Ritual/History Specialist (V)

RESPONSIBILITIES: Serve as member of Fraternity Ritual/History Team and assigned District Team. Maintain expert knowledge of Fraternity ritual and history as it relates to chapters and alumnae. This position is a commitment of three to five hours per week.

REPORTS TO: District Director (V) and Content Director of Ritual/History (V)

DUTIES:

General

50 percent

Serve as member of Fraternity Ritual/History Team and District Team.

Collaborate with District Team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association.

Maintain expert knowledge of chapter and alumnae ritual; act as primary resource for district in this area.

Guide and educate the chapters, advisers and alumnae associations in the Fraternity ritual, including Inspiration Period, Initiation, Formal Pledging, Affiliation Services, Founders Day, protocol for formal meetings and special services, and voting procedures.

Ensure the integrity and historical significance of Kappa Kappa Gamma ritual is maintained and members are educated on ritual; this includes historical significance of Founders Day, and appreciation of Fraternity and chapter history.

Communication

35 percent

Keep the District Director and Content Director of Ritual/History informed with appropriate correspondence, suggestions, reports, accomplishments and concerns of alumnae and undergraduates.

Collaborate with District Team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association. Receive and respond to reports and help identify trends

Training

10 percent

Provide Kappa-specific training for chapter Marshals, Registrars and alumnae association officers on a regular basis.

Collaborate with Content Director of Ritual/History and Specialists to develop and provide ritual and history education and training to chapters and associations; revise and create additional resources.

Travel

5 percent

Plan and coordinate ritual/history visits.

Conduct additional chapter and alumnae association visits, as needed.

Attend additional meetings, as assigned.

POSITION: Standards Specialist (V)

RESPONSIBILITIES: Serve as member of Standards Team and assigned District Team; maintain expert knowledge of chapter and alumnae standards. This position is a commitment of three to five hours per week.

REPORTS TO: District Director and Content Director of Standards (V)

DUTIES:

General **50 percent**

Supervise the work of chapter Standards Committees; act as primary resource and decision maker for assigned district in this content area.
Collaborate with chapters in assigned district on social probation plans and probation terms as requested.
Receive, review and respond to weekly Standards Committee meeting minutes, probation reports and terms of probations; make recommendations to Content Director of Standards regarding loss of membership.
Review Leadership Consultant reports for standards issues and proactively work with Vice President-Standards and adviser in addressing issues and concerns.
Consult with Content Director of Standards to grant permission to request resignation and broken pledge to membership, based on information and documentation from chapter.
Upon determination of Fraternity Council Action (Probation, Warning of Probation or Focus Letter), partner with Content Director of Standards to determine suggestions for chapter behavior change, proactively follow up with chapter on terms of Council Action, and report chapter progress to Content Director of Standards and District Director.
Collaborate with District Team on a regular basis, including biannual evaluations of each chapter and biennial evaluations of each association.
Coordinate with Director of Membership Services at Headquarters regarding granting of exceptions as issues are identified.
Approve Requests for Visitation in consultation with District Director.

Communication **35 percent**

Serve as first point of contact for chapter Vice President-Standards, Standards Adviser or alumnae association representatives regarding standards issues; proactively communicate with these audiences.
Provide monthly updates to District Director and Content Director of Standards of members on Council Action (dismissal, council vote, etc.) correspondence, suggestions, reports, accomplishments and concerns from alumnae and undergraduates; increase in frequency may be requested, determined.
Submit probation tracking data to Content Director of Standards at designated to interval.

Training and Development **15 percent**

Advise and educate chapters, associations and chapter advisers in the Fraternity <i>Bylaws</i> , <i>Standing Rules</i> , <i>Policies</i> and procedures of the Fraternity in the area of standards.
Identify and communicate standards training needs to Content Director of Standards based on trend data; deliver training in area if needed, requested.
Provide education on alternate standards contract as needed.

Travel

5 percent

Conduct chapter and alumnae association visits, as requested.
Attend additional meetings, as assigned.