

Staff Position Description: Educational Leadership Consultant 2026-2027

Inherent in each staff position within Alpha Xi Delta Fraternity is an obligation to commit to the Fraternity's vision: *Inspiring women to realize their potential*. Further, each position includes a responsibility to promote and carry out the Fraternity's mission: *To enrich the life of every Alpha Xi Delta*.

FUNCTION:

The Educational Leadership Consultant serves as a liaison between Fraternity Headquarters, National Council, and college chapters. The Educational Leadership Consultant works as a team member with the Member Services Department and National Fraternity volunteers to foster the development and operations of chapters. They also offer assistance and guidance to chapters in meeting the expectations of the National Fraternity.

QUALIFICATIONS:

- Member in good standing with Alpha Xi Delta Fraternity.
- Bachelor's Degree from an accredited college/university.
- Eligible to work in the United States.
- Valid Driver's License.
- Real ID and/or Passport.
- Satisfactory driving record.
- Must be able to travel by air and car regularly.
- Ability to travel up to 90% of the time depending on Fraternity needs, and/or ability to be stationed with a newly established Alpha Xi Delta chapter.
- Ability to accept overnight travel and associated housing accommodations based on Fraternity needs, including chapter facilities, hotels, or other temporary accommodation.
- Able and willing to represent the ideals of the Fraternity.
- Ability to learn and practice Fraternity operations, policies, and procedures.
- Able to work and communicate with collegiate and alumnae members of the Fraternity, university personnel, and National Fraternity volunteers, adapting workstyle as needed for various audiences.
- Ability to take initiative and use creative thinking to solve problems/overcome obstacles.
- Ability to set goals and carry out mission and direction of the National Fraternity.
- Excellent verbal and written communication skills.
- Access to high-speed internet to sustain remote work.

LOCATION REQUIREMENTS:

This is a hybrid position with the employee working remotely 50% of the time from a designated home office and the remainder of the time traveling to campuses with Alpha Xi Delta chapters. The remote work arrangement portion of this position may affect payroll taxes, benefit options, and salary requirements differently in each state. Therefore, due to state regulations, we are unable to hire in all 50 states. This position is not eligible to be performed in the following states: Alaska, California, Colorado, Connecticut, Delaware, Maine, Minnesota, Nevada, New Hampshire, New York, Oregon, and Washington.

Please indicate the physical address where the employee will work when working remotely.

Any changes to the remote location agreed upon must be approved in advance. Remote locations and the ability to work remotely are based on business needs and if they change, Alpha Xi Delta will discuss options for your work location moving forward.

RESPONSIBILITIES:**Collegiate Chapter Support**

- Support college chapters, establishing chapters, and new chapters as assigned and provide assistance and training to collegiate members in the areas of member recruitment, officer training, leadership training and individual and chapter development.
- Mentor collegiate members on issues such as leadership, team building and personal development.
- Assist chapters in implementing and virtually facilitating the *Inspire* program and other relevant Fraternity programming.
- Facilitate leadership retreats and chapter-wide leadership training events.
- Develop and present leadership and/or personal development programs to chapters, College Panhellenic councils, and university personnel/students.
- Work with staff and volunteers to provide follow-up assistance for the chapters.
- Participate and assist with summer training, including assigned Alpha Xi Delta summer programming initiatives.
- Assist and guide conversations to maximize recruitment strategy.
- Support chapter officers in problem solving and decision making.

Leadership

- Be transparent, honest and provide productive feedback.
- Implement, organize, and complete multiple tasks and projects in a timely manner.
- Be timely with report deadlines.
- Be confident and clear in directions and communication with collegiate members.
- Have an expert knowledge of Alpha Xi Delta resources to encourage policy compliance and best practices in all aspects of chapter life.

General Management

- Maintain a workspace in an in-home office that is conducive to facilitating virtual programs, consulting sessions and meetings.
- Book and manage business travel and adhere to Alpha Xi Delta policies.
- Log and reconcile expense reports in an assigned timeframe.
- Maintain weekly communication through reporting, email and voicemail.

The format of the Educational Leadership Consultant program comprises both virtual and in-person visits and/or an assigned station on a college campus with a newly established Alpha Xi Delta chapter. Alpha Xi Delta reserves the right to change travel expectations as needed.