

# Beta Theta Pi Fraternity & Foundation

## *Position Description*

<b>Title</b>	Associate Director of Leadership & Education
<b>Department</b>	Leadership & Education
<b>Reports to</b>	Director of Leadership & Education
<b>Minimum Qualifications</b>	Bachelor's Degree; experience working with curriculum development and delivering/assessing leadership development programming; 3-5 years of experience in higher education or organizational development. Masters' Degree preferred.
<b>Time Allocation</b>	65% - Curriculum Development; 15% Assessment; 10% Organization Development; 10% Department Management
<b>Term of Appointment</b>	At-will employment but desire for a minimum of 4 years of service

### Vision, Mission, Values & Priorities of Beta Theta Pi

<b>Vision</b>	Every member will live Beta Theta Pi's values.	
<b>Mission</b>	To develop men of principle for a principled life.	
<b>Core Values</b>	<b>Mutual Assistance</b>	Betas believe that men are mutually obligated to help others in the honorable labors and aspirations of life.
	<b>Intellectual Growth</b>	Betas are devoted to continually cultivating their minds, including high standards of academic achievement.
	<b>Trust</b>	Betas develop absolute faith and confidence in one another by being true to themselves and others.
	<b>Responsible Conduct</b>	Betas choose to act responsibly, weighing the consequences of their actions on themselves and those around them.
	<b>Integrity</b>	Betas preserve their character by doing what is morally right and demanding the same from their brothers
<b>Strategic Priority Areas</b>	Home, Personal Development, & Brotherhood	

### Impact Statement

Beta Theta Pi's Leadership & Education Department is committed to designing and implementing high quality educational programming & resources that promotes the consistent practice of the principles, obligations, and values of Beta Theta Pi.

## **Overall Job Responsibilities**

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1. Assist the Director of Leadership and Education in department management and planning with special emphasis paid to specific department wide processes/procedures: communication, intern staffing, hotel/property selection, program management.
2. Manage and oversee the day-to-day communication, implementation, and adoption of Beta's member orientation program, Son of the Stars. Implement the annual training strategy and curriculum designed for all Vice Presidents of Education and their advisors and identify and recruit chapters to the program. Also manage the New Member Education Assessment certification process for all other chapters.
3. Oversee the development and curriculum design for the collection of Keystone officer training materials, including management of the live event. This includes working with the Leadership and Education staff to create relevant ongoing trainings for chapter officers, write and revise session curriculum and supplemental materials, manage the update process for printed materials, oversee any curriculum vendors that support specific topics and manage assessment tools that measure officer growth and development.
4. Collaborate with the Department of Volunteer Services in the development and offering of volunteer educational events. Identifying trainings that are interactive and meet the needs of multiple audiences.
5. Support on-going Leadership College series curriculum development and event implementation including assisting in program content development, sourcing relevant topics, and partnering with subject matter experts when needed.
6. Assist in the planning and execution of the John and Nellie Wooden Institute for Men of Principle. Participating in aspects of overall curriculum design and learning outcome assessment. Supporting the Leadership & Education team as a site manager, working to coordinate the facilitator team and any onsite needs.
7. Serve as an administrator for Beta's learning management system. Working with the Leadership & Education team to assess the usage of the resources and materials, develop and design online learning modules that are consistent with current trends and practices in e-learning, and oversee reporting and assessment of learning.
8. Work in cooperation with the Miami University Cliff Alexander Office of Fraternity & Sorority Life to recruit, hire, onboard, and supervise one graduate student intern during the summer months.
9. Assist the Director to recruit, train and manage talent (facilitators and interns) to assist in the execution of all educational programs.
10. Participates in department and staff meetings, retreats, and other weekly/monthly meetings as required.
11. Actively develop and cultivate relationships with General Fraternity constituents (students, volunteers, university administration, parents, etc.).
12. Support the educational and logistical aspects of the annual General Convention.
13. Attend in-person events as deemed appropriate by the Administrative Office. The Associate Director will assist in on-site management at leadership development events, which include, but are not limited to: Chapter Presidents Leadership Academy, Leadership Summit, Wooden Institute, General Convention, Son of The Stars Training, and Keystone.

## Competencies

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<b>Competency</b>	<b>Definition</b>
<b>Planning</b>	Exhibits skills in advance planning, coordinating logistics; pays close attention to details
<b>Program Development</b>	Demonstrates knowledge in educational, learning & leadership theory and writing curriculum and assessment outcomes
<b>Facilitation &amp; Presentation</b>	Knowledgeable & skilled in delivering content to and facilitating both large and small group programs
<b>Foster Collaboration</b>	Works in partnership with others to achieve results
<b>Achieve Results</b>	Demonstrates and creates a sense of urgency and commitment for achieving results
<b>Demonstrate Initiative</b>	Ensures execution of work tasks needed to accomplish organizational goals
<b>Uses Sound Decision Making &amp; Judgment</b>	Effectively and critically examines issues and problems and makes judgments in line with organizational values and supported by data as appropriate
<b>Change Management</b>	Anticipates and plans for a rapidly changing environment; adapts quickly to change
<b>Innovation &amp; Strategic Thinking</b>	Takes risks and challenges the process; considers the long-term implications of daily work through critical thinking and/or assessment
<b>Manage &amp; Develop Others</b>	Contributes to the personal and professional growth and development of direct reports & other staff members