



Chapter Consultant

Reports To: Director of Chapter Success

Status: Regular, full-time, exempt

Duration: 11-month contract (July–May academic year cycle), renewable annually based on performance and organizational need

Location: Remote, with significant travel required during academic terms

Compensation: \$34,800–\$37,600 for the 11-month contract period (equivalent to an annualized salary of \$38,000–\$41,000)

Benefits: Medical insurance with 90% employer-paid premium after 90 days of employment

Position Summary

Chapter Consultants provide direct coaching, operational guidance, and strategic support to Collegiate Chapters on behalf of the National Office. Consultants work closely with Chapter Officers and Advisors to strengthen recruitment, retention, leadership development, and overall chapter health. This role serves as a key connection between Chapters and the National Office, ensuring Chapters receive proactive support while maintaining alignment with the Fraternity's mission, policies, and standards.

Performance Expectations

Chapter Consultants are expected to support the overall health, growth, and sustainability of their assigned Collegiate Chapters. Success in this role includes:

- Maintaining consistent communication with assigned Chapters and Advisors.
- Providing proactive guidance that supports recruitment, retention, and operational effectiveness.
- Conducting scheduled campus visits and submitting timely visit reports and follow-up action plans.
- Identifying Chapters that may need additional support and communicating concerns early to the Director of Chapter Success.
- Supporting national initiatives and contributing to a collaborative Chapter Success Team culture.

Key Responsibilities

Chapter Coaching & Support

- Serve as the primary point of contact for assigned Collegiate Chapters, assisting in recruitment, retention, and operational success.
- Consultants typically support a portfolio of 30-35 Chapters, depending on geographic region and needs.
- Conduct in-person and virtual consultations with Chapter officers and Advisors to assess health and compliance.
- Provide tailored recommendations to help Chapters meet membership, reporting, and leadership goals.
- Monitor Chapter performance indicators (membership size, recruitment outcomes, reporting compliance, and engagement metrics) and provide regular updates to the Director of Chapter Success.



Training & Leadership Development

- Facilitate virtual or on-site workshops focused on leadership, recruitment, and Member engagement.
- Share best practices and resources that promote Chapter sustainability and inclusive Chapter culture.
- Participate in ongoing training and professional development provided by the National Office.

On-Site Visits & Representation

- Travel to assigned campuses to deliver training, assess operations, and strengthen university relationships.
- Significant travel is required during the academic year, including campus visits, regional events, and national programs.
- This is an exempt position and may require work outside of standard business hours, including evenings and weekends.
- Represent the organization at regional or national events, installations, or conferences.
- Submit timely reports summarizing visit outcomes and follow-up actions.

Collaboration & Communication

- Collaborate with the Chapter Success team to identify chapters needing targeted support.
- Communicate emerging issues or opportunities for improvement to National Staff promptly.
- Maintain consistent communication with chapters and internal staff through scheduled check-ins.
- Perform other duties as assigned in support of the Fraternity's mission and Chapter success initiatives.

Qualifications

- Bachelor's degree required by the start of employment.
- Membership in Phi Sigma Pi preferred; experience with fraternities or sororities required.
- Strong interpersonal and communication skills; ability to build rapport quickly.
- Organized and self-motivated with the ability to work independently.
- Ability to manage multiple priorities, travel schedules, and deadlines in a remote work environment.
- Willingness and ability to travel frequently.
- Access to reliable high-speed internet.
- Must have a valid driver's license.
- Must have a valid real ID or passport for travel.
- Access to reliable personal transportation.
- Commitment to the organization's mission and values.

In lieu of a cover letter, please complete the application form and upload resume by May 15, 2026:

<https://form.jotform.com/260813962994975>