



Title	Associate Director of Leadership & Education
Department	Leadership & Education
Reports to	Director of Leadership & Education
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree • 2-4 years of experience in higher education, organizational development, and/or learning and development • Experience in delivering high impact leadership development programming, curriculum development, and instructional design
Preferred Qualifications	<ul style="list-style-type: none"> • Master's degree in education or related field • Membership in a fraternity or sorority • Experience with assessment and data-based decision making, e-learning, supervision, large program planning, project management, volunteer management, and designing programming that is inclusive
Time Allocation	40% Member Education 30% Leadership Development 15% Assessment 10% Department Management 5% Organization Development
Term of Appointment	At-will employment but desire for a minimum of 4 years of service

Vision, Mission, Values & Priorities of Beta Theta Pi

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

Impact Statement

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

Overall Job Responsibilities

1. Assist the Director of Leadership and Education in department management and planning with special emphasis on specific department wide processes/procedures such as communication, cross-organization collaborative projects, project management, program management and venue selection, intern selection, development, and supervision, volunteer and facilitator recruitment, and assessment related to programs, member and volunteer experiences, and skills development.
2. Manage and oversee the day-to-day development, adoption, implementation, revisions, communication, processes, and resource management related to Beta's member orientation program, Son of the Stars, including but not limited to curriculum design and oversight, identification of and recruitment of chapters to the program, program verification procedures, creation and delivery of the annual training strategy for all Vice Presidents of Education and their advisors, and annual assessment of the program.
3. Serve as the department's lead administrator and content creator for the Fraternity's learning management system by developing and designing online learning modules consistent with current trends and practices in e-learning, analyzing and reporting usage metrics and assessment of learning, and overseeing the process of updating modules, resources, and materials.
4. Oversee the development, curriculum design, resource creation, facilitator recruitment, onsite logistics, and management of all Keystone officer training and development programs (in-person and virtual) and work collaboratively with partners within and external to the organization and volunteers to execute the program.
5. Recruit, hire, onboard, and supervise one summer graduate student intern (*note: supervision of this role may be shared with another entity*).
6. Support the design, execution, analysis, and reporting of the annual Beta Brotherhood Assessment, Beta Volunteer Assessment, Officer Skills Assessment, and Advisor Skills Assessment.
7. Serve as onsite management and support the planning, curriculum development, logistics, and execution of the following programs: Chapter Presidents Leadership Academy, John and Nellie Wooden Institute for Men of Principle, Leadership College, Leadership Summit, and the annual General Convention.
8. Participate in one-on-ones with the department Director as well as department, Chapter Services, and All-Staff meetings, retreats, related events, and organization wide initiatives.
9. Actively develop and cultivate relationships with General Fraternity constituents (students, volunteers, university administration, parents, etc.).
10. Collaborate with the Director on envisioning and developing new, innovative, and high-quality leadership and education programs.

Competencies

Competency	Definition
Planning	Exhibits skills in advance planning, coordinating logistics; pays close attention to details
Program Development	Demonstrates knowledge in educational, learning & leadership theory and writing curriculum

Facilitation & Presentation	Knowledgeable & skilled in delivering content to and facilitating both large and small group programs
Foster Collaboration	Works in partnership with others to achieve results
Achieve Results	Demonstrates and creates a sense of urgency and commitment for achieving results
Demonstrate Initiative	Ensures execution of work tasks needed to accomplish organizational goals
Uses Sound Decision Making & Judgment	Effectively and critically examines issues and problems and makes judgments in line with organizational values
Change Management	Anticipates and plans for a rapidly changing environment; adapts quickly to change
Innovation & Strategic Thinking	Takes risks and challenges the process; considers the long-term implications of daily work through critical thinking and/or assessment
Manage & Develop Others	Contributes to the personal and professional growth and development of direct reports & other staff members