



BETA THETA PI
— MEN OF PRINCIPLE —

Beta Theta Pi Fraternity & Foundation *Position Description*

Title	Associate Director of Leadership & Education – Event Logistics
Department	Leadership & Education
Reports to	Senior Director of Leadership & Education
Minimum Qualifications	• Bachelor's Degree • 1-2 years' experience in planning and supporting large-scale events • Demonstrated experience with event logistics, including coordinating registration processes, participant recruitment and communication, and vendor management • Strong interpersonal and communication skills, including experience facilitating educational programming • Comfort using data management tools • Experience working cross-functionally and with a wide array of technology including databases • Knowledge of the fraternity or sorority experience
Preferred Qualifications	• Experience hiring and supervising interns • Working knowledge of and experience with the administrative components of a learning management system and databases • Master's degree in education or related field • Membership in a fraternity or sorority • Experience with curriculum development, assessment of educational programs, e-learning, marketing and communications for events, project management, and volunteer management
Time Allocation	55% Event Planning and Logistics 15% Curriculum Development/Updates and Related Assessment 15% Learning Management System Administration and Database Related Projects 10% Personnel Recruitment, Hiring, Training, and Supervision 5% Departmental Support
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	

Revised 10.14.25

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. Plan, coordinate, and manage all logistics (pre-event, on-site/virtual, and post-event) for Leadership and Education programs and events.
2. Oversee the complete registration process and ensure accurate tracking and management of participant data for all Leadership and Education programs and events.
3. Develop and implement comprehensive marketing and communication strategies, including pre- and post-event outreach, for all Leadership and Education programs and events.
4. Recruit, hire, train, and supervise personnel who support the execution of Leadership and Education programs and events.
5. Serve as the administrative lead for the MyBeta Learning Center, overseeing course enrollment, tracking completions, supporting content updates, assisting users with troubleshooting and navigation, and providing training on platform use.
6. Maintain accurate and up-to-date records of participant engagement, personnel involvement, and program completion across all events and initiatives.
7. Collect, track, analyze, and compile data related to Leadership and Education initiatives, supporting the Senior Director in the preparation of internal and external reports.
8. Assist in the development and revision of program curricula and the creation of educational resources.
9. Support the design, implementation, analysis, and reporting of departmental assessments and evaluations.
10. Serve as the department liaison to the Communication and Business Operations teams and represent the department as a member of the Administrative Office Technology Committee.
11. Assist the Senior Director of Leadership and Education with departmental planning and operations, with particular focus on cross-departmental communications, collaborative projects, program and project management, and venue selection.
12. Participate actively in department and organizational meetings, including one-on-ones with the Senior Director, departmental meetings, Fraternity Operations meetings, All-Staff meetings, staff retreats, and other organization-wide events and initiatives.
13. Develop and maintain strong relationships with key Fraternity stakeholders, including students, volunteers, campus professionals, alumni, and parents/families.

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