

JOB DESCRIPTION

LEADERSHIP CONSULTANTS

Leadership Consultants are the "frontline" of the General Fraternity. Each and every day our Leadership Consultants work with the undergraduate chapters assisting them in dealing with various issues from risk management to recruitment to social programming and scholarship. As go the Leadership Consultants, so goes the ability of the General Fraternity to properly service its constituents (undergraduate chapters, alumni, volunteers and university officials). In the 2007-2008 academic year alone, our consultants visited with over 300 chapters and conducted nearly 2,400 face-to-face meetings with chapter officers.

EXPANSION AND RECRUITMENT CONSULTANTS

The Expansion and Recruitment Consultant's job is not an easy one, but it can be, without a doubt, one of the greatest experiences in one's life. Expansion and Recruitment Consultants' primary responsibilities are to serve as recruitment advisor to collegiate chapters and colonies and to serve as project managers for new expansion and recolonization efforts of the General Fraternity. Our Expansion and Recruitment Consultants meet and talk with hundreds of collegians, alumni and professionals of nearly all occupations in their efforts to expand the use of Sigma Nu's Values-Based Recruitment Program and recruit men for the Legion of Honor. Expansion and Recruitment Consultants work on one expansion project each semester while helping to manage and service existing colonies.

RESPONSIBILITIES

LEADERSHIP CONSULTANTS

1. Promulgating the mission, vision and strategic plan of Sigma Nu Fraternity, Inc.
2. Presenting workshops on chapter management
3. Developing leadership training programs
4. Discussing chapter financial management
5. Working with chapters to improve membership recruitment, candidate education, alumni contact, scholarship, community service, public relations and risk reduction programs
6. Providing overall direction to chapters
7. Encouraging use of the LEAD Program and other educational and charitable programs
8. Working with alumni advisors, house corporation officers, Division Commanders and college/university administrators
9. Composing chapter analysis reports
10. Training alumni and facilitators for use in a variety of capacities
11. Performing other duties as assigned consistent with experience and training

EXPANSION AND RECRUITMENT CONSULTANTS

1. Promulgating the mission, vision and strategic plan of Sigma Nu Fraternity, Inc.
2. Becoming proficient in recruitment theory and practice with expert knowledge and understanding of Sigma Nu's Values-Based Recruitment Program, its related components, and the ability to train and coach chapters, colonies, and alumni on its use and implementation
3. Developing leadership training programs
4. Discussing colony/chapter financial operations and management
5. Working with colonies to improve membership recruitment, candidate education, alumni involvement, scholarship, community service, public relations and risk reduction programs
6. Providing overall direction, leadership and coaching to new and existing colonies

7. Encouraging use of the LEAD Program and other educational and charitable programs
8. Working with alumni advisors, house corporation officers, Division Commanders and college/university administrators
9. Planning, organizing, executing and serving as a project manager for new expansion/recolonization projects
10. Working independently on multiple tasks and projects with a high degree of professionalism with little supervision
11. Training alumni and facilitators for use in a variety of capacities
12. Performing other duties as assigned consistent with experience and training

PROFESSIONAL DEVELOPMENT

Serving as a Consultant provides many opportunities, responsibilities and freedoms that most entry level positions cannot offer. Some of the skills our Consultants use and develop on a regular basis include:

- Facilitation
- Leadership Development
- Professional Writing
- Event Planning
- Time Management
- Recruitment Training
- Networking
- Customer Service
- Conflict Resolution
- Etiquette
- Project Management
- Financial Planning and Budgeting
- Negotiation

QUALIFICATIONS

Not everyone who works for Sigma Nu was a Chapter Commander. Many of our Consultants were officers in their chapters, IFC presidents, judicial board officers, on the student programming board, or employed during college. The Fraternity is interested in an applicant's leadership skills, academic performance, communication skills, and their campus, community, and overall chapter involvement, among other things. That being said, a few items are required, including but not limited to: a Bachelor's Degree from an accredited college or university in the United States or Canada, being an initiate in good standing with Sigma Nu Fraternity, Inc., ability to travel, possession of a valid driver's license, and provision of all legally-required automobile insurance.

Additional qualifications include:

- Must have PC experience in Windows environment and a working knowledge of Microsoft Excel, Word and Outlook.
- Must protect the organization by keeping information confidential.
- Must be detail-oriented and possess excellent organizational and analytical skills, keep files and work area organized.
- Must have an ability to work well under pressure.
- Must have an ability to motivate others.
- Must have demonstrated leadership qualities.
- Must have ability to research and resolve issues, take initiative and multi-task.
- Must have excellent interpersonal and verbal/written communication skills.
- Must be able to fluently read, write and understand English.
- Must have an outgoing and innovative personality.
- Must have the ability to relate to collegians, College/University administrators and alumni.
- Must feel comfortable speaking in front of small and large groups.
- Must have confidence in guiding/advising/supporting peers.

TRAINING PROGRAM

All Consultants receive a complete and thorough training to ensure they are fully capable of fulfilling their job responsibilities. Traditionally, conducted over the course of the summer months (or, in the case of mid-year hires, during the month of January), the training is designed in such a manner as to ensure that consultants have a complete understanding of the various programs and services available to the Sigma Nu members, especially the undergraduate chapters. Additionally, Consultants receive a complete training on Sigma Nu's consulting model and their specific role in working with undergraduate chapters. Similarly, Expansion and Recruitment Consultants receive a complete training on Sigma Nu's expansion model and their specific role in the establishment of colonies and supporting these groups to chartering.

HOW WILL THIS JOB FIT INTO MY FUTURE PLANS?

The consultant experience can be a springboard to a variety of future opportunities. Because of the travel experience and high level of responsibility given to our staff members, our former staff members have found a high degree of success in marketing their experience to employers. Many former consultants have gone on to medical school, law school, business school or pursued other graduate programs.

Two years of traveling for Sigma Nu is a great break from the classroom. Additionally, colleges/universities often provide opportunities for former staff members to work as graduate assistants while they attend graduate school. Similarly, it is not uncommon for consultants to meet future employers while carrying out their work for the Fraternity.

WHERE WILL I LIVE?

The fraternity provides reimbursement for housing in Lexington, Virginia, during training for all consultants as well as travel, hotel and miscellaneous expenses while traveling for the Fraternity.

HOW ARE CONSULTANTS COMPENSATED?

Sigma Nu Fraternity, Inc. offers a competitive compensation and benefits package for consultants including: salary, medical, dental and life insurance coverage.

TESTIMONIALS

"I learned more about myself and others than I ever could have in a chapter or any other first job out of college. I learned what made me work and what talents I had, or needed to have, to work with a variety of others, from collegians to university presidents and coast to coast, north to south. Even one year with Sigma Nu will prepare an individual tenfold for whatever career choice he makes. You can't get the same experience, travel, responsibility, self development, and brotherhood anywhere else." – Torr Brush

"I do have close brothers from my chapter, but some of my closest Sigma Nu brothers are those who dedicated a part of their lives to the Legion of Honor. The adventures, the joy, even the struggles; these were all shared. We learned to work and play together and truly enjoyed life to the fullest. The experiences built true friendships I will always cherish. One of the best skills I gained from Sigma Nu was the ability to adapt. I learned to assess the environment and the people around me and to quickly understand the dynamics of complex situations. The ability to adapt and be self reliant was very useful when I ventured to Japan after leaving Sigma Nu. I discovered the interpersonal skills were perfect skills for teaching English and used my experience and ability to talk to almost anyone as a teaching tool.

I really wanted to give back to the Fraternity and have the opportunity to travel all over the country and share my knowledge and build more understanding of the organization that continues to be a guiding principle in my life.

It is simple. You will never have an opportunity like this again. You have the opportunity to give back to an organization that has, hopefully, shaped your life. You have an opportunity to impact other people's lives. You have the opportunity to build skills that are connected with principles that help you achieve your greatest dreams and aspirations." – Michael McKenzie

POSITIONS AVAILABLE STARTING:

Summer [June]
Mid-Year [January]

HOW DO I APPLY?

The Consultant application is available on the Fraternity's web site in the employment section. Completed applications should be mailed to the following address:

Sigma Nu Fraternity, Inc.
Attn: Consultant Program
9 N. Lewis Street
P.O. Box 1869
Lexington, VA 24450

If you are unable to download the application file, please contact Sigma Nu Headquarters for an application: (540) 463-1869 or headquarters@sigmanu.org