

- ▶ Are you seeking a dynamic work environment that is challenging and allows for your own personal growth?
- ▶ Are you looking to travel and explore new parts of the country?



Become a Sigma Nu **Consultant**

Sigma Nu Fraternity, Inc. is hiring enthusiastic leaders to serve as members of our team at the Headquarters Office in Lexington, Va.

Visit www.sigmanu.org/employment for more information on the application process and to download an application form.

BENEFITS

- ▶ Competitive Compensation
- ▶ Laptop and smartphone
- ▶ Health/dental/vision and disability coverage
- ▶ 401(k) plan, with matching after 12 months
- ▶ Flexible paid vacation/personal time
- ▶ Staff housing
- ▶ Extensive travel experience
- ▶ AAA membership
- ▶ Alumni contacts and networking
- ▶ Career development opportunities

CALLING LEXINGTON HOME

Lexington is a charming town nestled in Virginia's Shenandoah Valley. Home to two universities, Washington & Lee University and Virginia Military Institute, Lexington has the intimate feel of a college town. History abounds throughout the surrounding area with museums, battlefields, and cultural centers dedicated to America's founding and military traditions. Lined with historic buildings, farm-to-table eateries, locally owned businesses, and a variety of craft brew houses, downtown Lexington is easy to love.



What is a Sigma Nu Consultant?

- The primary liaison between the General Fraternity and collegiate chapters and colonies.
- Highly trained as professional facilitators, trainers, educators, advisors, mentors, and recruiters.
- Works with approximately 25-30 chapters/colonies or serve as project manager for one colony expansion per semester.
- Facilitates discussions to promote continuous improvement and success in collegiate chapters and colonies.
- Develops public speaking, professional writing, customer service, project management, and event planning skills.
- Assists the Legion of Honor in meeting its obligation to excellence.

Requirements

- Possesses a minimum of a Bachelor's degree from an accredited college or university in the United States.
- Initiated member in good standing with Sigma Nu Fraternity.
- Previous chapter and/or campus leadership experience.
- Strong written and verbal communication skills.
- Detail-oriented and possess excellent organizational and analytical skills.
- Work well under pressure, motivate others, research and resolve issues, take initiative, and multi-task.
- Able to travel: be in possession of a valid driver's license and vehicle in good working order; as well as provision of all legally-required automobile insurance (applicants will also be subject to a background check of their driving record).

Application

The Fraternity uses an "early decision" model for spring graduates, where offers are made prior to the start of their final semester. Additional interviews will be conducted in the spring *only* if positions remain available.

June Start Early Decision

- ▶ Early Decision applications are due by October 15

PHONE INTERVIEW: All applications are reviewed upon submission and will be contacted within a week to schedule a phone interview.

SECOND INTERVIEW: Top candidates will be invited to participate in a second interview in November.

DECISION: Hiring decisions are made in early December and new employees start at the beginning of June.

June Start Regular Decision

- ▶ Regular Decision applications are due by March 1

PHONE INTERVIEW: All applications are reviewed upon submission and will be contacted within a week to schedule a phone interview.

SECOND INTERVIEW: Top candidates will be invited to participate in a second interview in March/April.

DECISION: Hiring decisions are made in April and new employees start at the beginning of June.

January Start

- ▶ January Start Applications are due by October 15

PHONE INTERVIEW: All applications are reviewed upon submission and will be contacted within a week to schedule a phone interview.

SECOND INTERVIEW: Top candidates will be invited to participate in a second interview in November.

DECISION: Hiring decisions are made in early December and new employees start at the beginning of January.

Visit www.sigmanu.org/employment for more information on the application process and to download an application form.

Questions?

Contact Scott A. Smith, Director of Leadership Development, at scott.smith@sigmanu.org