

TITLE: Chapter Consultant/Chapter Relations

REPORTS TO: Membership Manager, CEO

DEPARTMENT: Membership

FUNCTION: Coordinates the activities of the organization's chapters, facilitates the flow of information between the chapters and Pi Sigma Epsilon HQ, and provides management and assistance to chapters, implements PSE recruitment and retention programs.

DUTIES AND RESPONSIBILITIES:

1. Visit Curriculum
 - Work closely with the Membership Manager when scheduling travel accommodations and developing content
 - Conduct pre and post Chapter Visit surveys to all members
 - Schedule meetings with faculty advisor, College of Business Dean, and Marketing Chair, chapter officers, and attend chapter meeting
 - Follow up with "hosting" chapter regarding parking, guest wifi, convenient meeting place two weeks prior to visit
2. Chapter Communication
 - Respond to all emails and voicemails within a 24 hour period
 - Schedule and complete chapter check-ins
 - Contribute to the PSE newsletter, Dotted lines as necessary
 - Utilize Facebook groups as another communication platform for updates
3. Chapter Assistance
 - Provide chapter services and materials as requested by the chapter
 - Record activity with chapter in MemberSuite so that all staff is up to date on what's happening in the chapters
 - Manage and update officer contact information in MemberSuite and in Excel
4. Chapter Recruitment
 - Set, monitor and record Fall Renewal, Fall and Spring new member goals with each chapter
 - Provide recruitment materials based on chapter's needs and requests
 - Ensure chapters are not "pledging" or participating in "rushing" activities
5. Chapter Operation Guide
 - Read and score reports ideally within 2 weeks of submission
 - Record points and feedback in chapter/master grid biweekly
 - Follow up on tardy reports
 - Assist the Membership Manager with amendment of the COG in December
6. Pi Sigma Epsilon National Events
 - Attend Regional Conferences, National Convention, and President's Retreat
 - Assistance and coordination as needed
 - Encourage chapter participation and attendance
7. Other
 - Other duties as assigned

SKILLS AND QUALIFICATIONS:

- A Bachelor's Degree from an accredited college/university
- Member in good standing of Pi Sigma Epsilon
- Valid driver's license
- Knowledge of PSE chapter operations including recruitment, national policies and procedures
- Held a leadership position within chapter and/or student organizations (CCO Certified preferred but not required)
- Excellent communication skills, both verbal and written, customer service skills, organizational and great attention to detail
- Proficiency in time and project management
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel and Power Point)
- Ability to work independently with the ability to handle multiple projects at a time

EXPECTATIONS:

- Relocate to Milwaukee, WI
- Visit at least 50% of PSE chapters during the academic school year
- Meet with entire executive board individually, faculty advisor, and College of Business Dean, and attend a chapter meeting

REQUIREMENTS:

- Attendance and participation at Regional Conferences, National Convention, and Presidents Retreat
- Work 40 hours per week, with a degree of flexibility available. Overtime will be necessary to complete assigned tasks.