



THETA XI FRATERNITY

P.O. Box 411134 • St. Louis, MO 63141

Tel: (314) 993-6294

Fax: (314) 993-8760

www.thetaxi.org

Dear Brother,

Thank you for your interest in becoming a Leadership Consultant for the 2017-2018 academic year. We will be accepting application materials beginning November 1, 2017. Although we are unsure of the number of vacancies we will have for the 2018-2019 academic year, priority will be given to those who apply by February 1, 2018.

The information contained in this packet is intended to answer some of the frequently asked questions about Consultant positions and the application process prior to you applying. Information includes a timeline for candidates, a brief position description, the requirements for applying, and the benefits of working for Theta Xi.

As a brother, I cannot stress enough how rewarding this experience can be for you. I speak from experience, as I was a Leadership Consultant from 2002-2004. You have the opportunity to travel the United States, meet thousands of undergraduate and alumni brothers, and hone your consulting, assessment, and interpersonal skills. You can do all of this while helping to improve Theta Xi for future generations of brothers.

If you have any questions about the position or application process, please contact Emilee Danielson-Burke, Director of Chapter Services, at emilee@thetaxi.org.

I hope that you will consider joining the Fraternity Headquarters team in St. Louis!

YITB,

J. Tanner Marcantel, AA 1675
Executive Director

Important Dates

Submit Application Materials

- February 1, 2018

Phone/Skype Interviews

- February 2018

Decision Letters Sent to Candidates

- March 2018

To Apply

Completed applications and materials should be sent to emilee@thetaxi.org and should include:

- Cover Letter
- Resume
- Picture of yourself
- Names and contact information for three references

All Candidates Must:

- Be an initiated member of Theta Xi Fraternity
- Possess a clear understanding of Theta Xi's mission, vision, and ritual
- Have a Bachelor's degree
- Have previous leadership experience within the Fraternity and/or campus organizations
- Be a team-oriented and creative problem solver
- Have strong written and verbal communication skills
- Pass a personal background check
- Have a valid driver's license, clean driving record, and car with valid insurance
- Beginning in January 2018, drivers' licenses from states not compliant with the Real ID Act will not be able to board a plane without a passport. Successful candidates without appropriate ID will need to secure a passport prior to the start of employment.

Positions, Salary, and Benefits:

Leadership Consultant

- Reports to Director of Chapter Services
- Serve as the primary liaison between the fraternity headquarters and undergraduate chapters
- Visit between 15-25 chapter per semester to facilitate Chapter Visit Program
- Facilitate discussions and workshops as needed on the topics including chapter operations, risk management, scholarship, and ritual
- Represent Theta Xi Fraternity at conferences and trainings as assigned
- Provide support for Fraternity programs including Convention, Vredenburg Presidents Academy, Rising Stars Academy, and Newell District Leadership Academy

Colony Development Consultant

- Reports to Director of Fraternity Growth
- Serve as lead staff member for 1-2 colonization efforts per year.

- Live on-site for colonization efforts
- Recruit new colony members
- Assist in the recruitment of Advisory Board members and Alumni volunteers.
- Facilitate all Associate Member Education, Ritual Education, and Chapter Operations Education
- Represent Theta Xi Fraternity at conferences and training as assigned
- Provide support for Fraternity programs including Convention, Vredenburg Presidents Academy, Rising Stars Academy, and Newell District Leadership Academy

Salary and Benefits

- Competitive salary and health benefits
- Retirement plan with employer-matching after six months of continuous employment
- Paid vacation after six weeks continuous employment. Leave is approved by your supervisor.
- Stipend toward smart phone service plan
- Corporate credit card for fraternity business
- Arranged lodging when in St. Louis, Missouri for Fraternity business
- AAA membership
- Mileage allowance for personal vehicle while traveling on Fraternity business
- Daily meal per diem while traveling on Fraternity business
- Extensive travel experience
- Keep your airline/hotel points
- Alumni contacts and networking
- Career and professional development opportunities