



ALPHA DELTA PI

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LEADERSHIP CONSULTANT JOB DESCRIPTION

Position Title: Leadership Consultant

Position Summary:

A Leadership Consultant evaluates the status and progress of each collegiate chapter she visits and is responsible for presenting an accurate assessment of the strength of the chapter. A Leadership Consultant assumes many roles: teacher, motivator, resource, confidante, advisor, and friend. She brings new ideas and useful suggestions to chapters, trains chapter leaders, and acts as a solution designer for existing problems.

Knowledge and Skill Requirements:

- Initiated member of Alpha Delta Pi in good standing.
- Current with all Alpha Delta Pi payments.
- Bachelor's Degree
- Proficient in Microsoft Office and Alpha Delta Pi's Pi Portal and Pride Online.
- Chapter leadership experience, which includes thorough knowledge of chapter operations and key programming areas. A recruitment background is desired, but not required.
- Campus Panhellenic or other campus leadership experience.
- Strong analytical skills, oral and written communication skills, sound judgment, and decision-making ability.
- Proactive, self-directed, and able to independently solve problems.
- Customer service oriented and ability to maintain confidentiality.
- Outstanding organizational skills, ability to multitask, and prioritize to work effectively in an environment where priorities vary and can shift widely.
- Must be a self-starter.

Responsibilities include:

- Represent the sorority in a positive and professional manner.
- Adhere to Alpha Delta Pi values.
- Attend training during July and August preceding the academic year.
- Travel throughout the academic year.
- Attend either a Leadership Seminar or a Grand Convention prior to the start of her travel.
- Maintain communication with International Officers, Executive Office staff, campus-based professionals, House Corporation boards, housing staff, Advisory Boards, Alumnae Associations, and alumnae as necessary.
- Work with chapters to help them establish and attain realistic goals, and to follow all Alpha Delta Pi Statements of Policy.
- Stress the importance of ritual and the proper performance of ceremonies.
- Act as a liaison between international and local levels of the sorority.
- Mentor and guide individuals in chapter leadership.
- Notify appropriate International Officers and staff who work with the chapters when potential problems arise.
- Be a team player and work in harmony with office staff and volunteers to assist the chapters by praising,



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inspiring, or correcting as necessary.

- Maintain the most current knowledge of organizational policies and operations.
- Be willing to and seek help whenever necessary.
- Facilitate and deliver workshops and training programs.
- Write and submit a report for each visit to the appropriate volunteers and staff.
- Send follow-up letter and goals to the chapter in a timely manner following visits.
- Complete all paperwork, including expense reports, credit card logs, time sheets and follow up to campus professionals in a timely manner.
- Answer all correspondence and return phone calls promptly.

Reporting Relationships:

Reports directly to the Manager of Collegiate Services

Partners with:

Other Leadership Consultants

Collegiate Services Specialists

Chapter Specialists

All members of staff Membership team

District Volunteers

Please note: Job responsibilities and tasks are subject to change based on the needs of the organization and at the discretion of a supervisor.