

# KAPPA KAPPA PSI IS SEARCHING

*for the next*

# CHAPTER FIELD REPRESENTATIVES



Casey Blankenship  
1st CFR



Douglas Knight  
2nd CFR



Brian Parker  
3rd CFR



Jeremy Thomas  
4th CFR



Derrick Mills  
5th CFR



Adam Cantley  
6th CFR



Dusty Brown  
7th CFR



Phil Rubin  
8th CFR



Jen Murdock  
9th CFR



Adam Bates  
10th CFR



Emily Rogers  
11th CFR



YOU?

The Kappa Kappa Psi National Council is currently accepting applications for the Chapter Field Representative (CFR) position. This job gives you the ultimate opportunity to give back to our organization as the official representative of the fraternity, meeting and working with thousands of brothers and college bands across the country. **Please note that if you are graduating in the spring of 2010 and are interested in applying, please apply now. We are looking for the best candidates to fill this position for KKPsi and will start new CFRs in June.**

The National Council will review all applications and select finalists for interviews in Stillwater. The interview weekend is scheduled for May 14-16, 2010. All CFR finalists' travel expenses will be paid.

## HOW TO APPLY

To apply, send a letter of intent, resume, official transcript, and three letters of recommendation postmarked no later than **March 15th, 2010**. One of your recommendation letters must be from your Director of Bands. Send applications to:

Kappa Kappa Psi National Headquarters  
ATTN: Chapter Field Representative Application  
P.O. Box 849  
Stillwater, OK 74076-0849

## REQUIREMENTS

- ★ Be an Alumni or Life Member
- ★ Hold a Bachelors Degree
- ★ Have a good driving record
- ★ Able to obtain Okla. driver's license

**For full position details, please see:**

<http://www.kkpsi.org/chapterfieldrep.asp>

**Questions? Contact Adam Cantley, National VPCM and past CFR (02-04) at [adamcantley@kkpsi.org](mailto:adamcantley@kkpsi.org).**



# National Chapter Field Representative Position Description



## General Summary

The National Chapter Field Representative (CFR) is a two year position that provides support to students through dialogues and presentations by visiting with chapters around the country during the academic year. They serve as a vital part of the National Headquarters staff, support the National Executive Director and National Council, and work on special projects.

### Roles include, but are not limited to:

- o Working with students on National policies and procedures, project planning and management, educational tools, fundraising opportunities and motivational tools.
- o Building relationships with students and chapters.
- o Presenting to large and small groups on behalf of the National Fraternity.
- o Developing chapter visit schedules to active chapters which occur during the academic year.
- o Writing a detailed report on the visit including what occurred, observations made and what tools were provided to the chapter.
- o Clearly explaining National policies and procedures.
- o Serving as a representative of the National Council and National Headquarters, as well as a link between the National Council and chapters of the Fraternity.

## Reporting

The CFR reports to the National Executive Director and the National Vice President for Colonization and Membership (VPCM). The National Executive Director will provide direction on the CFR's role at National Headquarters and with special projects. The VPCM will provide direction on travel destinations, materials used for visit planning and implementation, program management and with special projects.

## Qualifications

Applicants must meet the following qualifications:

- o Be an Alumni or Life Member of the Fraternity in good standing
- o Hold or receive a Bachelor's Degree before beginning employment
- o Have a good driving record
- o Hold or be able to obtain an Oklahoma drivers license

## Knowledge, Skills and Abilities

### Desired skills and abilities include, but are not limited to:

- o Strong knowledge of National Policies, structure of the National Fraternity and chapter operations
- o Excellent written and verbal communication skills
- o Ability to work independently and collaboratively as a team member
- o Exceptional time management skills and organizational skills
- o Self-motivation
- o Ability to work in constantly changing environments
- o Working knowledge of Microsoft Word Excel, and PowerPoint

### Preferred skills and experience in:

- o Education
- o Event planning and management
- o Creating publications

All of the above duties and responsibilities are essential position functions. Requirements listed indicate the minimum level of knowledge, skills and abilities deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other position-related instructions as directed by the National Executive Director and National Vice President for Colonization and Membership.

## Application Packet

Previous application packets have required the following to be submitted by the posted deadline:

- o Letter of intent
- o Résumé
- o Three recommendation letters, including one from your Director of Bands
- o Official copy of your college transcript

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**Applications must be postmarked by March 15<sup>th</sup>, 2010. Brothers available to start in the summer of 2010 should apply at this time.**