



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:

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

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

Knowledge, Skills and Abilities

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

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

Preferred skills and experience in:

- Education
- Event planning and management
- 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:

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

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