**Expansion Specialist Job Advertisement**

Chi Phi, founded in 1824 at Princeton University, is the oldest social fraternity in the United States. Chi Phi currently has 51 Chapters and 5 active Colonies, with plans to expand to least 10 more campuses in the upcoming years. The Chi Phi office is a dynamic team environment with opportunities to grow and develop in all areas of Fraternity operations.

The Expansion Specialists are primarily responsible for the external growth of Chi Phi and providing administrative oversight of the expansion process on member campuses. They are an integral part of the National Office team that works to recruit Colony Founding Fathers, engage Alumni, and support Chapters with Recruitment goals.

As full-time members of the Chi Phi National Office team, these individuals assume significant responsibility for developing the Fraternity on both local and national levels through curriculum development, program presentation, and organizational consulting.

**Qualifications**

* Possess strong leadership skills
* Exemplify excellent communication skills and decision making abilities
* Hold an undergraduate degree
* Ability to travel extensively (anticipated 80%)
* Work well in a dynamic team environment
* Prior recruitment experience preferred
* Ability to work out of the National Office located in Suwanee, GA

**Job Responsibilities**

* Work with Associate Director of Growth to further the external growth and expansion efforts of the Fraternity
* Plan and execute expansion projects each semester (paired with another staff member) through serving as the representative on campuses where the Fraternity has initiated the process of forming new Colonies. This includes leading all recruitment activities; meeting with potential members and assessing their candidacy; interaction with campus officials, students, and Greek organizations; and forming and maintaining relationships with all expansion constituents
* Become proficient in recruitment theory and practice with expert knowledge and understanding of Chi Phi’s Values-Based Recruitment Program, its related components, and the ability to train and coach Chapters, Colonies, and Alumni on its use and implementation
* Assist the Associate Director of Growth in researching and contacting potential colleges and universities targeted for expansion to include presentations, site visits, interest group development, and Alumni outreach and training
* Maintain regular contact with Associate Director of Growth and Alumni Services, the Colony, Alumni, and all key constituents involved in the development, progress, and growth of the expansion efforts
* Work as a staff liaison to host institutions
* Maintain a positive professional reflection upon the Fraternity
* Identify Chapters for recruitment assistance
* Maintain and support the values and ritual of Chi Phi Fraternity
* Prepare and deliver presentation in front of large audiences
* Manage multiple projects effectively at the same time
* Ability to work autonomously during Colony development visits and other work trips
* Possess strong organizational skills, decision making skills, and multi-tasking ability
* Promote participation in Chi Phi’s regional and national events
* Adhere to Chi Phi Fraternity’s Personal Safety Policy

**Compensation and Benefits:**

* Participate in professional development opportunities through inter-fraternal events and programs
* Identify specific areas of Fraternity operations for personal focus and responsibility
* Develop a nation-wide network of Alumni contacts for future career development
* Experience with group consulting and leadership development
* Offers a significant opportunity to travel the country
* Opportunity to develop and hone consulting, managerial, and communications skills
* Gain hands on experience in business administration, not-for-profit management, and student development

The Fraternity pays all premiums for medical and dental benefits, long and short-term disability, the maximum allowable travel per-diem allowance, and cell phone expenses. The position also offers generous vacation, sick, and comp-time schedule in addition to a competitive salary.

To apply, please send resume, cover letter, and three reference contacts to Michael Davis, Director of Undergraduate Services, at [davis@chiphi.org](mailto:davis@chiphi.org).