



Chi Phi Fraternity

Building Better Men

Founded December 24, 1824

Chi Phi Fraternity Risk Management Coordinator

Job Summary

Chi Phi Fraternity's Member Services Department is comprised of expansion and growth initiatives, the Chapter Visit/Consultant program, national educational programming, Chapter operational support, and risk management services and adjudication.

The Risk Management Coordinator is primarily responsible for managing the investigation, sanctioning, and incident follow-up action related to risk management incidents along with providing risk management education in relation to national education programs and individual Chapter educational needs. The Coordinator must build relationships between the Fraternity and its host institutions, Alumni, and key individuals within each Chapter. He/She must contribute to the successful administration of the Chi Phi Congress, Chi Phi's regional programs, and various Chapter and Colony workshops.

Job Responsibilities

- Maintain a positive professional reflection upon the Fraternity
- Maintain and support the Values and Ritual of Chi Phi Fraternity
- Work as a member of the Member Services Team ensuring high quality services are provided to our members
- Assist with the implementation and management of the Chapter Accreditation program
- Assist with the implementation and management of the Total Membership Education program
- Attend Grand Council meetings and represent the Fraternity at professional conferences such as AFA
- Conduct risk management follow-up visits to Chapters and Colonies as needed
- Conduct Risk Management investigations as needed
- Track the completion of Chapter and Colony sanctions, current risk management trends, and educational needs
- Develop Risk Management educational sessions for individual Chapters and Colonies and National Programs.
- Assist with risk management education for the National Staff
- Maintain knowledge and understanding of national risk management and judicial trends and approaches within the higher education field
- Assist with Chapter insurance needs
- Contribute to the successful completion of all National programs
- Complete various tasks assigned
- Adhere to Chi Phi Fraternity's Personal Safety Policy



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Qualifications:

- Bachelor's degree plus two years of experience in Fraternity/Sorority advising or student conduct required, graduate assistantship experience is acceptable
- Excellent communication skills, both written and oral
- Comfortable presenting in front of large groups
- Ability to work successfully in a team environment
- Strong organizational skills, decision making skills, and multi-tasking ability
- Ability to travel as needed (up to 40%)
- Previous experience as a Chapter Leadership Consultant and Fraternity or Sorority membership is highly preferred

This full time professional must be based out of the Chi Phi National Office in Suwanee, Georgia (Atlanta Metropolitan Area). This position offers a significant opportunity to travel the country (up to 40%) and to affect positive change in a vibrant, growing organization that team members truly care about. This position provides opportunity to hone consulting, managerial, and communications skills. The Risk Management Coordinator will also gain significant hands on experience in business administration, not-for-profit management, student conduct adjudication, and student development.

The Fraternity provides a generous benefits package which includes medical and dental insurance, long term disability, the maximum allowable travel per-diem allowance, and cell phone expenses. The position also offers generous vacation and sick time in addition to salary.

Interested and qualified applicants should submit a resume and cover letter to Chi Phi's Associate Director of Risk Management, Danny Zayas, at zayas@chphi.org.