



Chi Phi Fraternity

Building Better Men

Founded December 24, 1824

Coordinator of Risk Management

Chi Phi, founded in 1824 at Princeton University, is the oldest social fraternity in the United States. Chi Phi currently has 48 Undergraduate groups, with plans to expand to more campuses in the coming years. The Chi Phi National Office is a dynamic team environment with opportunities to grow and develop in all areas of fraternity operations.

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 Coordinator of Risk Management 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. They must contribute to the successful administration of the Chi Phi Congress, Chi Phi's regional programs, and various Chapter and Associate Chapter workshops.

Qualifications:

The successful candidate will possess all or most of the following 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%)
- Fraternity or Sorority membership is highly preferred

Job Responsibilities:

The successful candidate will perform a wide range of duties including some or all of the following:

- 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
- Attend Grand Council meetings and represent the Fraternity at professional conferences such as AFA
- Conduct risk management follow-up visits to Chapters and Associate Chapters as needed
- Conduct Risk Management investigations as needed



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- Track the completion of Chapter and Associate Chapter 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
- Manage tracking and completion of GreekLifeEDU
- Adhere to Chi Phi Fraternity's Risk Management Policy

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 with salary requirements to Chi Phi's Assistant Executive Director, Ryan Lugabihl, at lugabihl@chiphi.org.