



PHI SIGMA SIGMA

CHAPTER COACH POSITION DESCRIPTION

Reports to: Assistant Director of Chapter Services
Location: Remote, travel up to 10% for annual meetings
Classification: Full-time, exempt
Target Start Date: June 1, 2022

Summary

The chapter coach serves as the primary contact for collegiate chapters and executive board officers. Chapter coaches work closely with executive officers and advisors, providing administrative support, financial operations oversight and day-to-day coaching. Chapter coaches are responsible for the overall well-being, viability and perpetuity of the assigned portfolio of chapters.

Specific Responsibilities

- Communicate regularly with assigned chapters by participating in bi-weekly archon calls, monthly executive board calls, semesterly chapter meetings and as-needed meetings with chapter key advisor (CKA) several times per semester
- Serve as Headquarters point-of-contact for CKA and advisory board members
- Provide administrative support to chapters by reviewing chapter and standards board meeting minutes, chapter contracts, status changes and collegiate chapter annual report compliance
- Supports chapter financial operations including creating and tracking chapter budgets, loading pre-paid cards, monitoring chapter spending and assisting with member billing
- Oversee Fraternity and campus accreditation requirements, working with chapters to ensure they meet deadlines and remain in good standing

Qualifications

- Bachelor's degree required
- 1-3 years professional experience in higher education, student affairs or a related field.
- Ability to partner, collaborate and work effectively with fellow staff, members and volunteers
- Strong written and verbal communication, administrative, presentation and organizational skills
- Highly organized and motivated with the ability to work independently and as a member of a team



Compensation & Benefits

- Opportunity to participate in the following benefit programs: health, dental, 401k
- Flexible PTO per our Responsible PTO Policy
- Short-term disability insurance

How to Apply

Interested applicants should submit a cover letter, resume and application on the Phi Sigma Sigma website. **The priority deadline for applications is Monday, May 16, 2022.**

[CLICK HERE TO APPLY](#)

If you have any questions about the position or application, please contact us at resumes@phisigmasigma.org.

Disclaimer: The above statements are not intended to be an exhaustive list of all responsibilities, duties and skills required. Nothing in the job description restricts Phi Sigma Sigma's right to change, assign, or reassign duties and responsibilities at any time, for any reason.