



**The Grand Chapter**

# **Kappa Alpha Psi® Fraternity Inc.**

TRAINING FOR LEADERSHIP SINCE 1911

**The International Headquarters invites brothers to apply for the position of:**  
**Director of Undergraduate and University Affairs**

**SALARY:** *Negotiable based upon experience*

**OPENING DATE:** *September 14, 2017*

**CLOSING DATE:** *October 14, 2017*

## **JOB DESCRIPTION**

***This is a Director level professional position designed to:***

- Provide programs and activities that focus on leadership, achievement, careers, and community service for undergraduate students;
- Serve as an advocate for undergraduates members;
- Ensure that the voices of undergraduate students are heard;
- Serve as the liaison between the Greek fraternity/sorority-life professional (or equivalent university personnel) and International Headquarters regarding the success and sustainability of chapters currently established on the campuses of institutions of higher learning;
- Assist the Province leadership with the expansion of chapters of Kappa Alpha Psi® in the establishment or re-establishment of chapters at colleges/universities where Kappa Alpha Psi® Fraternity, Inc. is currently not present;
- Track, monitor, and maintain records on undergraduate chapters; and
- Work cooperatively and collaboratively with the province, chapters, and college/university Greek-life professional advisors (or equivalent university personnel).

### ***Mission***

The mission of the Office of Undergraduate and University Affairs is to establish a collaborative relationship between the Provinces, colleges/universities and serve as an advocate at International Headquarters for undergraduate students who are enrolled in institutions of higher education, learning and are actively seeking degrees in their chosen field of study.

## ***Vision***

The vision of the Office of Undergraduate and University Affairs is to encourage and assist undergraduate students in the pursuit of their educational and career aspirations.

## ***Function***

The Office of Undergraduate and University Affairs provides leadership and oversight, management and supervision, and where applicable, assists with the operational, administrative, technical functions, and works collaboratively with IHQ staff to enhance the organization's international processes primarily, interconnected with undergraduate members of the fraternity.

## ***Duties and Responsibilities***

- The Director of Undergraduate and University Affairs reports directly to the Executive Director;
- Provide monthly reports regarding the "State of the Undergraduate and University Affairs" to the Executive Director;
- Coordinate all undergraduate-related events and activities during the Conclave, including, but not limited to, the Career Fair, ULI Reunion, Lead Kappa and Undergraduate Summit;
- Present educational and student leadership support at C. Rodger Wilson Leadership Conferences that encourage communication and collaboration between the Office of Undergraduate and University affairs, and the provinces, chapters, and institutions;
- Collect and manage undergraduate demographic data including, but not limited to the following: semester GPA, cumulative GPA, new members GPA, graduation rates, programmatic information, etc.
- Provide administrative support for the Undergraduate Leadership Institute and Lead Kappa;
- Provide annual job and leadership training for the Council of Junior Province Vice Polemarchs;
- Communicate regularly with the Council of Junior Province Vice Polemarchs;
- Collaborate with the Junior Grand Vice Polemarch to develop a undergraduate chapter retention initiative for retaining undergraduates; and
- Provide assistance to the Province Undergraduate Chapter Advisors Chairman with the oversight on matters that require the attention of undergraduate chapter advisors, MTA, etc.
- Other duties assigned by the Executive Director

### ***University Relations Duties of the Director***

- Coordinate Province Undergraduate Chapter Advisors Chairmen's participation in AFA in conjunction with the National Chapter Advisor Chairman;
- Send regular electronic communication to all College/University Greek Advisors of active undergraduate chapters;
- Annually visit campuses as coordinated with the Executive Director;
- Prepare workshops for presentation at AFA and Province visits;
- Track and resolve all complaints that are levied toward an undergraduate chapter;
- Work collaboratively and transparently with the College/University Greek Advisor on investigations related to alleged illegal activity;
- Maintain webpage for the Office of Undergraduates and University Affairs with relevant information for undergraduates and College/University Greek Affairs personnel;
- Review annually, strategies for undergraduates to promote their chapters based on the requirements and format of MTA;
- Encourage the development of programs on college campuses;
- Develop and implement programs and activities specifically for undergraduates participation at the college and Grand Chapter levels; and
- Encourage and increase undergraduate participation in programs such as Guide Right, G.L.A.D., iKare, etc.

### ***Prepare and submit weekly reports to the Executive Director containing, but not limited to:***

- Matrix of college/university visits and/or contacts
- Collaborative initiatives with Junior Grand Vice Polemarch, Council of Junior Province Vice Polemarchs, and undergraduate Chapter Polemarchs
- Major accomplishments
- Travel schedule, activities, and/or goals
- Ongoing projects
- Risks and/or issues identified by provinces, chapters, and institutions etc.

## **Qualifications**

- A financial member of Kappa Alpha Psi in “Good Standing” on all three levels ;
- Bachelor degree required with an emphasis placed in higher education, student personnel, counseling or related field required; and
- Minimum of 4 years of experience working directly in student leadership development

### **Submission Instructions**

- Please submit all requested documents @

**[IHQjobs@kappaalphapsi1911.com](mailto:IHQjobs@kappaalphapsi1911.com)**

- Please complete the online application and upload the following checklist of documents:
- Cover Letter addressed to Spencer T. Bruce, Interim Executive Director
- Professional Resume’
- 1 Official undergraduate transcript
- 3 signed letters :
  - One of these letters must come from your Chapter Polemarch; and
  - Two letters of professional recommendations

### **All letters of recommendation should be address to:**

Spencer T. Bruce, Interim Executive Director  
Kappa Alpha Psi Fraternity, Inc.  
International Headquarters  
2320-24 North Broad Street  
Philadelphia, PA 19132