



## Leadership Advisor

The Leadership Advisor serves as a liaison, resource and educator to an assigned collegiate chapter and Alpha Gamma Delta members.

### **Primary Responsibilities:**

#### Collegiate Chapter

- Research the operations of the assigned collegiate chapter using comprehensive evaluations and communication with the Volunteer Service Team (VST), International Headquarters (IHQ) and university officials.
- Consult with the chapter pertaining organizational operations to ascertain their strengths and areas for improvement and recommend plans of action to increase retention, growth and financial stability.
- Analyze information obtained and knowledge of Alpha Gamma Delta policy and procedure to formulate new strategies and alternative plans of action
- Advise collegiate members regarding strategic chapter plans, personal and leadership development and recruitment and retention and facilitate programming related to these topics.
- Communicate your assessment and recommendations to the chapter, VST and IHQ staff via monthly reports.
- Maintain regular communication with the assigned collegiate chapter, VST and IHQ staff and respond to questions and concerns using established procedures.
- Complete other job-related duties as assigned.

**Supervisory Responsibilities:** None.

**Job-Status:** Contract.

**Reports to:** Assistant Director of Chapter Services.

### **Qualifications:**

- Bachelor's degree.
- Attending graduate school at or near the assigned Alpha Gamma Delta chapter.
- Ability to organize and track multiple, ongoing projects.
- Exceptional organizational and communication skills.
- Strong working knowledge of Microsoft Office.
- Availability to attend Leadership Team Training.