

GAMMA PHI OMEGA[®]

INTERNATIONAL SORORITY, INC. ~ EST. 1991
National Board of Directors

Unity and Sisterhood, Now and Forever, One and Inseparable



Position Title: Director of Undergraduate Affairs

Team: Membership Services (Vice President of Membership Services, Director of Member Undergraduate Affairs, Academic Coordinators, Director of Alumnae Affairs)

Reports to: Vice President of Membership Services

General Summary: The Director of Undergraduate Affairs (DUA) is responsible for overseeing all matters pertaining to all sorority official Undergraduate chapters, inclusive of undergraduate prospective chapters. Additionally, the DUA is responsible for maintenance of leadership development training. The DUA will lead a team of Regional Directors to oversee operations to ensure that all entities are in compliance with national sorority guidelines for anti-hazing and risk management, as well as within university policies and local state laws.

Principle Duties, Responsibilities, and Other Job-Related Information:

- Develop and implement comprehensive training programs for regional and chapter leadership.
- Support undergraduate chapters to foster communities of empowerment, inclusion, and opportunity in collaboration with Regional Directors and Chapter Mentors
- Collaborate with the Vp of Standards and Compliance, Director of Expansion, Director of Intake, and Academic Coordinator to ensure compliance of national policies.
- Respond to all inquiries, under the supervision of the National Vice President of Membership Services and cooperate with any university investigations
- Track all submissions for national reporting

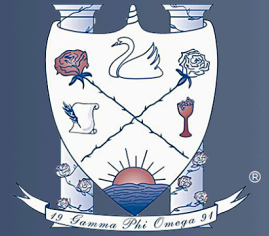
Position Requirements (Minimum Knowledge, Skills, and Abilities Required):

- At least 3 years post bachelor's degree attainment preferred
- Must have at least 2 years of leadership experience (sorority or professional)
- Experience in training or leading teams

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- Outstanding writing, editing, and verbal skills
- Process Team experience is preferred
- Familiarity with national risk management policy and national intake manuals is preferred
- Understanding of sorority and state hazing laws and hazing prevention

Position Benefits:

- Enhanced work-product portfolio for use in professional career advancement
- Development and refinement of skills in the areas of training, auditing, coaching, curriculum development
- Development and refinement of key transferable skills such as critical thinking, time management, and cross-collaborations

Sorority Incentives:

- All NBOD will be required to pay alumnae dues by June 15th and will be entitled to a 100% reimbursement at the close of the fiscal year (May 31st) upon meeting the following expectations:
 - Attendance at 75% of NBOD meetings in person or virtual
 - 100% monthly reporting
 - Maintain and return any sorority-issued equipment
 - Agree to the following:
 - NBOD Expectations,
 - Responsibilities and Duties
 - Code of Ethics Contract
 - Non Disclosure Agreement