



**Title:** Operational Systems Contractor

**Reports to:** Director of Collegiate Services

**Status:** Contract

**Date:** August 2024

**Independent Contract Terms:** 6 months (August 1 – January 31)

**Hours:** Approximately 15 hours/month in addition to training (in-person and virtual)

**Compensation:** \$400/month paid monthly

**Minimum Qualifications:** Undergraduate degree, Fraternity/Sorority Life experience preferred

**Responsibilities:**

- Develop a comprehensive chapter organizational structure, including suggested chapter officers based on size and community.
- Develop resources on effective chapter election processes that align with Robert's Rules of order.
- Based on chapter size and community, create standard templates for the standards board, academic excellence, and new member education.
- Collaborate with the Coordinator of Programming and Membership Engagement to ensure all programming templates align with the current organizational strategic vision.
- Meet with the Director of Collegiate Service bi-weekly to update on progress and gather feedback.

**Training Opportunities:**

The Operational Systems Contractor will be responsible for completing virtual training experiences offered by the Fraternity, including but not limited to recruitment, finances, risk management/policy/incident reports, and Theta Phi Alpha technology systems prior to the start of the academic semester. The contractor should also plan to attend in-person training with the National Office in Bay Village, OH, the weekend of July 26th - July 28th.

Individuals interested in this short-term opportunity can send their resume and cover letter to Theta Phi Alpha's Executive Director at [executivedirector@thetaphialpha.org](mailto:executivedirector@thetaphialpha.org). Priority will be given to applicants who apply by June 15th, 2024.