Education Advisor

Supervisor: Chapter Advisor
Department: Chapter Services
Date Created or Revised: January 2025

Purpose
Education advisors utilize their experience, leadership and coaching skills to help collegiate officers in the education department develop as sisters and leaders. Education advisors also promote chapter and member educational success by ensuring assigned officers uphold their responsibilities and achieve their goals while following Gamma Phi Beta policies and procedures.

Responsibilities

- Mentor and coach education department officers by leading educational conversations that prepare them to embrace the roles and responsibilities of leadership and develop Gamma Phi Beta's member competencies.
- Encourage and reinforce chapter, education department and officer success on a consistent basis by reading monthly officer reports and following up to determine best solutions and praise accomplishments.
- Advise the education vice president and department officers in planning and implementing the chapter's educational programs in compliance with international Gamma Phi Beta guidelines and expectations as outlined in the Collegiate Operations Manual and chapter officer resources. These include, but are not limited to, ritual events, Fidelity programs, sisterhood events, new member education, Loyalty Circles, REAL wellness week, academics program, Senior Celebration programs and Initiation Week programs. Review education department plans (new member education, Initiation Week, Fidelity completion, Senior Celebration, etc.) and advise the education vice president and/or department officers on changes to promote a safe and engaging sisterhood experience tha
- Advise the education vice president and department officers in understanding and implementing sisterhood practices and programs in alignment with the Sorority's sisterhood research that result in retaining members.
- Collaborate with the collegiate chapter supervisor, chapter advisor and education vice president on creating and executing a new member retention plan.
- Meet regularly with the education vice president to build a relationship, establish expectations, review progress on goals and hold her accountable to her responsibilities. Serve as a resource to the education vice president and education department offic
- Hold the education vice president and her department accountable to setting and working toward goals that promote improved chapter operations, engagement, sisterhood and member retention and completing the education department expectations as outlined in the Order of the Crescent.

- Engage in ongoing training and development by reviewing the education department officer and advisor resources and attending education department officer and advisor training.
- Support the chapter advisor in recruiting and appointing alumnae to advise position-specific education department officers.
- Hold education department advisors accountable to responsibilities and expectations, facilitate regular one-on-one and group check-ins and conduct an annual performance evaluation.
- Serve as an active member of the chapter's advisory board and represent the educational interests of the chapter to the advisory board.

Expectations

- This role is appointed for a one-year term ending on July 31, 2026. This role is eligible for reappointment for a total of six terms.
- This role requires four to eight hours per week on average.
- No travel is expected for this role. Any changes in travel expectations will be communicated to volunteers.
- Meet all expectations as outlined in Gamma Phi Beta's **Appointed Volunteer Expectations Agreement**.

Preferred Competencies and Experiences

- Mentorship.
- Communication.
- Gamma Phi Beta Knowledge.
- Experience as a collegiate officer is helpful but not required.