

Education Advisor

Supervisor: Chapter Advisor

Department: Chapter Services

Date Created or Revised: May 2020

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, PACE 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 that results in retaining all members.
- 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 and an initiated 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 officers through ongoing communication. Contribute to and foster open communication throughout the chapter, facilitate resolutions by using conflict resolution skills and coach collegiate members to do the same.

- 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 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

- Volunteer five to 15 hours per week on average during the academic year.
- Travel: Volunteers in this role will be expected to travel up to two days per year.
- Learn and utilize Beta Base (chapter reporting system) for assigned chapter.
- Complete all Fidelity volunteer online lessons and other required training.
- Conduct training conversations with chapter advisor within six weeks of appointment.
- Attend all advisory board meetings, retreats and calls.
- Attend education department meetings, chapter business meetings, executive council meetings, executive council hearings, affiliated house corporation meetings, Nominating Committee meetings and chapter officer retreats as delegated by the chapter advisor.
- Respond to all communication within 48 hours.
- Pay annual international alumnae dues or be a Life Loyal member. To check if you are in good standing, login at GammaPhiBeta.org > Member > My Profile. On the first tab, if your paid through date is blank or if the date is in the past, you have not yet paid this fiscal year. If you are Life Loyal, you have paid for life and are in good standing!

Preferred Competencies and Experiences

- Commitment to belonging, equity, diversity and inclusion.
- Self-awareness of strengths, challenges and motivation for volunteering.
- Effective, clear and timely written and verbal communication.

- Experience leading a team to meet established goals.
- Desire to mentor and coach collegiate women.
- Knowledge of Gamma Phi Beta policies, procedures and initiatives.
- Knowledge of the Sorority's sisterhood research and best practices application.
- Ability to lead educational conversations with collegians that promote competency development in Gamma Phi Beta's member competencies.

