



High Kappa – Fraternity Educator

Job Overview

The High Kappa (Fraternity Educator) of each chapter/colony is responsible for organizing and overseeing the comprehensive membership development program curriculum. The position requires that the elected individual spend most of his time and energy collaborating High Zeta officers to create and implement Associate Member onboarding and all chapter education sessions. The High Kappa is also responsible for assisting the chapter/colony with accurate record keeping regarding Associate Members. This position is for people who are influential and motivational to maximize the educational opportunities and experiences of all brothers.

Strategic Work for Chapter Support Coach

- Building the membership through values-based and relationship-building Fraternity education

Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Developing and implementing an all-member, inclusive educational experience that reflects the Fraternity's values
- Implementing and educating all members about the Lambda Chi Alpha learning model
- Creating and executing a big brother program
- Appointing or electing a big brother coordinator
- Creating a big brother contract to be approved by the Executive Committee and signed by all big brothers
- Managing the Associate Member onboarding process
- Preparing the High Kappa budget
- Creating and managing a calendar related to Fraternity education activities
- Working with the High Phi to coordinate and perform the Associate Member Ceremony
- Working with High Zeta Officers to coordinate all of the educational programming for members
- Working with the High Phi to develop a pre-Initiation program that aligns with the Fraternity's values and the Lambda Chi Alpha learning model
- Working with the High Gamma to ensure all Associate Members complete the validation process
- Receiving and reviewing feedback on the Associate Member onboarding and Fraternity education process

OFFICE OF ADMINISTRATION

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- Educating members on Fraternity policies and laws

Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none"> • Accountability • Collaboration • Communication • Creativity • Influence • Resourcefulness 	<ul style="list-style-type: none"> • Create Trust • Inclusiveness • Motivates Others 	<ul style="list-style-type: none"> • Authenticity • Integrity • Respect

Other Responsibilities

- Acting as representative of the chapter/colony.
- Working with various constituents in achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.
- Using the Zeta Management System.

Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates must have facilitation or presentation experience and should be able to demonstrate creativity in building and growing education programs.

The position requires at least 20 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.