

## High Sigma – Educational Chairman

### Job Overview

The High Sigma (Educational Chairman) of each chapter/colony is responsible for encouraging scholastic achievement and working to maintain and/or improve the chapter/colony's overall grade point average (GPA). The position requires that the elected individual spend most of his time and collecting and reporting chapter/colony members' GPA and scheduling educational sessions related to intellectual development. The High Sigma is also responsible for coordinating cultural development sessions for the chapter/colony. This position is for people who are organized, able to protect confidential information, and able to manage difficult conversations.

### Strategic Work for Chapter Support Coach

- Overseeing the academic, cultural, and intellectual development of chapter/colony members

### Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Preparing the High Sigma budget
- Creating and implementing a calendar related to academic development and cultural competency building
- Working with High Zeta officers to coordinate all educational programming for members
- Developing and implementing an academic excellence plan for the chapter/colony
- Presenting the recommendations for the chapter/colony's GPA, student hours, and academic excellence to the chapter
- Working with the Executive Committee on the academic progress of chapter/colony members
- Reporting the academic progress of chapter/colony members to the Executive Committee
- Providing and collecting a grade-release form to all chapter/colony members
- Ensuring the collection of the chapter/colony members' GPA from the institution
- Coordinating academic and professional development guest speakers
- Implementing a tutoring system within the chapter/colony

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- Collecting event dates for cultural and intellectual experiences to share with the chapter/colony members
- Obtaining and sharing information about scholarships, grants, and student loans

**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"> <li>• Accountability</li> <li>• Collaboration</li> <li>• Communication</li> <li>• Purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Direct Work</li> <li>• Feedback</li> <li>• Motivates Others</li> </ul>	<ul style="list-style-type: none"> <li>• Credibility</li> <li>• Integrity</li> <li>• Learner</li> </ul>

**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 be respectful, culturally aware, and collaborative.

The position requires at least 15 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.

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