

ALPHA OMICRON PI

Inspire Ambition

Assistant Director of Collegiate Experience

About Alpha Omicron Pi

Alpha Omicron Pi (AOPI) has been a pillar in the Greek Life community since 1897 when four particularly amazing women made a pledge to each other to maintain a friendship for a lifetime. Once their initial pledge to each other was declared, the four initiated their first new member into the [Alpha](#) Chapter of AOPI.

Founded in 1897 at Barnard College, we have grown from one chapter to over 100 on an international scale, with expansion always on the horizon. While consistently upholding the object of the Fraternity we operate Alpha Omicron Pi, Inc. simultaneously with our Culture Principles:

- Accountability & Ownership
- Collaboration
- Engagement
- Innovation
- Open & Honest Communication

Why an Assistant Director of Collegiate Experience with AOPI

As the Assistant Director of Collegiate Experience (ADCE) with AOPI, you will be a key member of the Collegiate Experience team. This is done through providing a customer-centric focus to assigned chapters, networks teams, assigned volunteers and chapter leadership ensuring stakeholder's needs are being met. The primary focuses for the ADCE is to oversee and ensure the advancement of assigned chapters' functionality and success, including the development of thriving chapters from colonization through a period of development of no less than three years and up to five years, or until transition to Network support is planned.

Assistant Director of Collegiate Experience must be able to:

- Demonstrate active listening and problem-solving skills
- Strong interpersonal skills, including the ability to easily engage others in positive dialogue one-on-one or in a group setting, and at many different levels
- Demonstrate a high-level of emotional intelligence
- Proven ability to think and act independently and the ability to work individually or as a member of a team
- Skilled at prioritizing duties, working under time constraints, handling multiple tasks, and working independently while remaining flexible to changing priorities and assignments
- Demonstrate a customer-centric focus, by providing efficient and courteous services to all AOPI stakeholders as well as internal partners
- Skilled at facilitating trainings, meetings and/or conference calls
- Skilled at effectively communicating critical information
- Proven ability to maintain confidentiality

Requirements

- Bachelor's degree
- Initiated member of Alpha Omicron Pi Fraternity
- Experience working with or in a volunteer organization
- Ability to effectively read, write, and speak the English language
- Physical mobility and dexterity to transport file and operate general office equipment (telephone, fax, copier, computer, etc.)
- Experience in the Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- *Three years of relevant experience preferred*

Working Conditions

- Office setting based in Nashville, TN
- Must be willing and able to travel and have a valid passport
- Must be willing to work evening and weekend functions as necessary

Equal Opportunity Employer of minorities, females, protected veterans, and individuals with disabilities. Reasonable accommodations are available.