



## Panhellenic Support Specialist

The [National Panhellenic Conference](#) (NPC), headquartered in Carmel, Indiana (a northern suburb of Indianapolis), seeks an energetic and team-oriented individual to assist in carrying out our mission by supporting our College and Alumnae Panhellenic Associations and Panhellenic committees. The Panhellenic Support Specialist will be one of six staff members working together as part of the Panhellenics Team to provide assistance and resources to volunteers, campus partners and member organizations. The ideal candidate will be detail-oriented, passionate about the sorority experience and possess strong interpersonal skills. The salary range is \$35,000-\$38,000 annual, along with a competitive benefits package.

### Essential Functions:

- Serve as a staff liaison to College Panhellenic Associations and the volunteers who work with those associations (area advisors and area advisor coordinators).
- Build relationships with and serve as resource to fraternity/sorority advisors and other campus partners.
- Develop relationships with member organizations' chapter/member services department, or similar, to facilitate education of NPC policies and activities.
- Review and evaluate campus concerns, policies, actions or documents (campus relationship agreements) for requirements that disregard the rights of private member organizations.
- Communicate and follow-up with campus concerns, policies, actions or documents with constituencies as appropriate (i.e., fraternity/sorority advisors, member organizations, fraternal partners).
- Collaborate with other staff and volunteers to create and distribute communications, web resources and newsletters to Alumnae and College Panhellenics.
- Organize and execute annual awards programs for Alumnae and College Panhellenics.
- Collaborate with industry partners to ensure educational programs are relevant and effective. Specific programs include, but are not limited to, Be Bold, Potential New Member Orientation and Recruitment Counselor Training Online.
- Collaborate with other staff to develop and present/facilitate NPC educational programs including, but not limited to, Consulting Team Visits, College Panhellenic Academy, Something of Value and regional conferences as needed.
- Collaborate with staff to develop, present and evaluate relevant and effective training for volunteers including specifically assisting with the planning and execution of College Panhellenics Committee training.

### Qualifications:

- Bachelor's degree from a four-year college/university required.
- Knowledge of NPC member organizations through employment or inter/national volunteer service required.
- Graduate degree in higher education/student personnel preferred.
- Two to three years of previous professional experience preferred.

Please submit resume and letter of interest to NPC Director of Panhellenic Support and Education Gretchen Foran at [gretchen@npcwomen.org](mailto:gretchen@npcwomen.org). Applications will be accepted on a rolling basis and interviews with qualified candidates will begin immediately.

Our Equal Employment Opportunity (EEO) policy is to employ and retain the most qualified individuals regardless of an individual's race, creed, color, religion, national origin, nationality, ancestry, gender/identity, sexual orientation, age, marital/partnership status, military/veteran status, disability or any other characteristic protected by law.

This policy applies to recruiting, hiring, promotions, compensation, employee benefits, layoffs, terminations, sponsored training, continuing education and all other terms and conditions of employment.