

Phi Delta Theta Fraternity

Position Description

POSITION: Faculty Adviser (On Campus)

REPORTS TO: Chapter Advisory Board Chairman

WORKS WITH: Chapter President & Public Relations Chairman

BASIC FUNCTION:

The responsibility of the Faculty Adviser is to oversee the chapter and its operations in utilizing the campus and administrative resources to the best of their ability. This person will serve as a liaison between the chapter and the institution and coordinate efforts to educate the members and enhance the relationship between the institution and chapter on a continual basis.

RESPONSIBILITY TO POSITION

- Attends the monthly meetings of the Chapter Advisory Board.
- Attends at least one chapter meeting per month.
- Meets with public relations officer and committee prior to each semester to review the current public relations program and look for ways to update and improve the program.
- Assists the chapter in setting up an educational public relations program.
- Assists in the organization of several public relation events for Greeks, non- Greeks and the campus.
- Ensures a campus representative conducts a workshop covering the importance of Greek relations.
- Encourages that each brother be involved in at least one other campus organization.
- Assists in the organization of a workshop for upperclassmen concerning graduate schools and other secondary education issues such as taking the GRE, LSAT, MCAT etc.
- Helps uphold Fraternity, chapter, campus, and IFC regulations.
- Encourages the public relations chairman to use his committee effectively and to use creative and innovative ideas in public relations programming.
- Works with area alumni to assist in securing local prominent Phi Delta Theta alumni to discuss public relations and the importance of networking.
- Ensures that the chapter is aware of, and applies for the General Fraternity awards.
- Introduces himself and meets with the Phikeias during a Phikeia class meeting to discuss the importance of living up to the expectations of the chapter, campus and IFC.
- Encourages the chapter to maintain an environment conducive to a high standard of morality.