



## Mentor Role Description – Chapter Counselor

As the chapter counselor, you are responsible for supporting volunteer mentors and coaching undergraduate officers in creating and elevating a fulfilling SigEp experience. You should focus on being an active presence at executive board and chapter meetings, while managing the relationships between mentors and mentees. You will also work closely with the chapter president to set and accomplish goals. As the chapter counselor, you will:

1. Help the executive board create and execute chapter- and officer-specific goals.
2. Host monthly calls/meetings with the mentor committee to discuss mentoring updates.
3. Coach executive officers on managing relationships with external stakeholders (fraternity and sorority life office, headquarters staff, members of the AVC, etc.).

### Who you will interact with:

Volunteers: district governor, balanced man steward, mentor committee members  
University staff: fraternity and sorority life advisor

Headquarters staff: regional director, volunteer services  
Undergraduates: executive board officers

### Requirements:

Commitment: Weekly check-ins with executive board and chapter, as well as monthly interactions with fellow volunteers

Onboarding: e-learning modules

Preferred length of time in role: 2+ years

### Necessary skills:

Conflict resolution  
Project management  
Risk management

### Beneficial skills:

Leadership development  
Awareness of higher ed trends  
College student development