



The Delta Kappa Gamma Society International
P.O. Box 1589
Austin, Texas 78767-1589 USA

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Dear Applicant:

On behalf of the Administrative Board, I welcome your request for copies of the qualifications and job description for the position of Membership Services Administrator. Please use your letter of application to address each item on the list of qualifications. Include specific and detailed information which you believe makes you particularly qualified for this professional staff position and attach a résumé.

The beginning salary for this position is \$58,000. In addition, moving expenses to Austin, Texas, will be provided, not to exceed \$8,000. Other benefits include paid medical insurance, some dental coverage, free covered parking at Headquarters, and a 401(K) plan provided by the Society. Projected employment date is August 2011.

The Administrative Board's Human Resources Committee will begin review of completed applications in April 2011 (with intent to propose interviews for the May 2011 Administrative Board meeting) and continue to receive and review applications until the position is filled. Your letter of application and résumé **must be received on or before March 23 to be included in the initial screening.**

If you choose to send your materials electronically, use societyexec@dkg.org and expect a return email with a receipt verification number. This deadline allows the Human Resources Committee to complete its review of all applications and to seek additional information when needed.

If you send by regular mail, use (mark "Personal and Confidential"):

Human Resources Committee
The Delta Kappa Gamma Society International
P.O. Box 1589
Austin, TX 78767-1589

For overnight express or certified mail use this address (mark "Personal and Confidential"):

Human Resources Committee
The Delta Kappa Gamma Society International
416 West 12th Street
Austin, TX 78701-1817

In addition, the committee requests recommendations from three persons who have knowledge of your professional and/or Society qualifications. Your chapter and/or state organization president must be one of these persons. One must be from a non-member who is familiar with your qualifications as stated in the job announcement. These recommendations must be sent to the Human Resources Committee at the Headquarters address in Austin. Please inform each person from whom you request this information that all responses must be sent promptly for your application to be reviewed by the Human Resources Committee.

Should you have additional questions, contact Corlea Plowman at International Headquarters: 512-478-5748 or 1-888-762-4685 (toll free in Canada and the U.S.), Ext. 102; or e-mail corleap@dkg.org. Members of the Human Resources Committee look forward to receiving your letter of application and résumé which will be acknowledged. After the May 19-21, 2011, Administrative Board meeting, all applicants will be notified by letter of the final decision.

Sincerely yours,

Carolyn Pittman

Carolyn Pittman, Chair
Administrative Board's Human Resource Committee

Dr. Jensi P. Souders
President

Alice L. Carrier
First Vice President

Dr. Beverly Helms
Second Vice President

Corlea S. Plowman
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Dr. Carolyn J. Rants
Immediate Past President

Carolyn H. Pittman
Member-at-Large 2008-2012

Jeannette Zuniga
Member-at-Large 2010-2014

Dr. Lace Marie Brogden
Area Representative, Canada

Claudia Estrada
Area Representative, Latin America

Jean Gray
Parliamentarian

Personnel Search Time Line

Membership Services Administrator

Notice of job availability and call for letters of application	November/December <i>ΔKT NEWS</i> Deadline October 1 and on web site ASAP
Application deadline	March 23
Applications posted to web site for Human Resources Committee review	March 25
Committee conference call to determine from which applicants to request additional information, if needed	April 6
Human Resources Committee chair follows up on references as determined by committee	As determined
Human Resources Committee meeting to evaluate materials received and determine which applicants to recommend to the Administrative Board for interviews	April 20
Notify accepted applicants by phone	April 21
Administrative Board interviews applicants recommended by the HR committee	May 21
Letters of official announcement to all applicants	May 24

The Delta Kappa Gamma Society International Membership Services Administrator Qualifications

1. Active membership in the Society for three years or more
2. Earned Master's degree or higher or equivalent
3. Educational background in areas such as research skills, information systems, computer applications, technology, human relations, humanities, arts and sciences
4. Experience in Delta Kappa Gamma committee work
5. Participation in at least one state organization convention, one regional conference, and one international convention
6. Skills in administration and supervision
7. Creativity expressed through vision and ideas, as presented in venues such as programs, workshops, group work
8. Ability to analyze and organize complex information and make projections
9. Evidence of teamwork, leadership, self motivation and interpersonal skills
10. Evidence of skills in public speaking
11. Experience with individuals or groups from diverse cultures
12. Ability to facilitate and work in group settings
13. Flexibility to work after hours and weekends as necessary

From The Delta Kappa Gamma Society International Employee Handbook, International Headquarters May 2010

HEADQUARTERS SERVICE DEPARTMENTS Introduction

The Delta Kappa Gamma Society International has four Headquarters Service Departments: Executive Services, Operation Services, Membership Services and Information Services.

Each of these departments has a professional administrator to oversee the responsibilities of the department. All service department employees shall present an image of dedication and service to the Purposes and Mission of the Society in all contacts with members and the public. All service department employees shall work together to facilitate building morale and harmonious teamwork.

Exemplifying loyalty and confidentiality by attitude toward and full cooperation with fellow workers, members of the Society and its officers, and boards is essential to the success of Headquarters Service Departments. Discussions and decisions at Headquarters will be held in strict confidence by all employees within the Headquarters Service Departments.

Each professional administrator, with the assistance of the department employees, shall prepare reports and keep records as may be requested. Each professional administrator shall prepare a written report, including suggestions, and financial reports related to the professional assignment. The reports shall be mailed to the members of the Administrative Board with the Administrative Board agenda prior to the regularly scheduled Board meetings.

All members of the Headquarters Service Departments are expected to demonstrate leadership and model behavior that encourages teamwork and smooth operation of Headquarters.

Role of Professional Administrators Assigned to International Committees by the Administrative Board

Professional administrators are fully participating, non-voting members of committees to which they are assigned. They serve in the following roles: resource person, advisor, expert, facilitator and guide.

The Committee Chair is responsible for the following: defining committee responsibilities in accordance with the *Constitution*, setting the agenda, encouraging open participation among committee members and ensuring accomplishment of committee goals through committee participation.

Duties and Responsibilities Common To All Headquarters Professional Administrators

Together, the professional administrators shall

- Maintain for all support staff positions by department
 - operations manual
 - job descriptions
 - comprehensive long-range plan for the training, development and promotion.
- Participate effectively in the professional, administrative and department teams.
- Provide orientation and training for new employees in the department in cooperation with department supervisors.
- Supervise the staff in the department and be responsible for The Employee Professional Development Program.
- Cooperate by temporarily reassigning personnel for large projects requiring assistance from other departments.
- Operate within the approved budget, track expenditures within the department, and prepare budget recommendations to be submitted to the Finance Committee.
- Make periodic financial reports as requested, maintain budget records for the department of responsibility, and keep appropriate supporting files.
- Be available as a consultant to the boards, the international president and committees.
- Serve as an ex-officio member, without vote, of the International Executive Board.
- Serve on committees as assigned by the Administrative Board.
- Provide services to state organizations and chapters as related to areas of responsibility.
- Represent the Society at state conventions and other meetings, making presentations as requested, when assigned by the international president.
- Conduct workshops as assigned at regional conferences and international conventions.

Membership Services Administrator

The Membership Services Administrator is employed by the Administrative Board and reports to the executive director and the international president. This position manages Membership Services, including assistance with the development and implementation of strategies for maintaining and growing membership and assisting with development of program materials. The Membership Services Administrator shall be a member ex-officio (without vote) of the International Executive Board, shall be assigned by the Administrative Board to serve on committees related to the position, and shall provide services to states and chapters as related to the position.

Overview

- Ensures that the membership database is kept current.
- Analyzes membership data for trends in age, location and other demographics to make membership predictions for budgeting, marketing and program purposes.
- Oversees the administration and growth of Social Network participation, including all of its groups and services.
- Manages GoToMeeting sales and services for state organizations and appropriate Headquarters personnel.
- Serves as a member ex-officio, without vote, of international committees as assigned by the Administrative Board: Educational Excellence and Membership.
- Works with the international president, Membership Committee and other resources identified by the president to provide the Membership Revitalization Program (MRP) for identified state organizations.
- Works with all departmental personnel to respond to membership-related inquiries.
- Collaborates with other staff concerning technological developments that will enhance the Society's activities related to membership services.
- Performs other duties and responsibilities as may be assigned by the executive director and/or the international president.