

JOB TITLE: Assistant Director of Collegiate Growth (Recruitment Support)
ENTITY: Fraternity
DEPARTMENT: Collegiate Experience
REPORTS TO: Director of Collegiate Growth
EFFECTIVE DATE: May 2026
FLSA CLASS: Exempt
JOB LOCATION: Remote

JOB SUMMARY

The assistant director of collegiate growth (recruitment support) provides leadership to ensure the alignment of all recruitment activities to support Alpha Chi Omega’s mission, values and vision. This role serves as a leader and advisor, providing for the development and implementation of a continuous open bidding (COB) recruitment strategy that meets the needs of the Fraternity.

ESSENTIAL FUNCTIONS AND REQUIREMENTS

| FUNCTION | REQUIREMENTS |
|---------------------------------|---|
| <p>Collegiate Growth</p> | <ul style="list-style-type: none"> • Oversees and develops strategic organizational continuous open bidding (COB) strategy and support • Collaborates with growth team members to develop resources and coordinates training opportunities for chapters on COB efforts throughout the year • Oversees the development of VP recruitment information (VP RI) resources and programming for collegiate officers • Reviews and supports chapter COB plans • Coaches chapters on year-round recruitment strategies • Tracks COB trends and membership growth outcomes • Assists with recruitment specialist team support |

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| | <ul style="list-style-type: none"> • Leads and facilitates weekly COB meetings with staff members • Serves as a subject matter expert on growth technology platforms, including Chapter Builder, and provides support, training and strategic guidance to chapters and stakeholders • Serves as the staff liaison to officers serving in COB-related roles |
| <p>Chapter Coaching</p> | <ul style="list-style-type: none"> • Provides coaching and support to chapters as needed • Engages collegians and volunteers to build positive working relationships in order to fulfill chapter goals and objectives • Supports chapter recruitment readiness and ongoing membership growth efforts |
| <p>Leadership</p> | <ul style="list-style-type: none"> • Promotes a culture of continuous improvement including identification and implementation of best practices • Manages timely and effective communication with supervision relevant to issues, concerns and decisions that affect the Fraternity • Monitors trends and stays abreast of innovations and developments in industry • Represents Alpha Chi Omega at appropriate industry trade groups and events • Embraces technological innovations and seeks ways to improve performance and productivity • Performs other special assignments and responsibilities as assigned |
| <p>Fiscal Responsibility</p> | <ul style="list-style-type: none"> • Develops and manages specific projects as part of the Fraternity annual budget • Approves expenditures per level authorized • Assures staff applies fiscal responsibility and supports their efforts through applicable training and experiential opportunities • Ensures cost-effective management of company assets and resources |

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| <p>Other</p> | <ul style="list-style-type: none"> • Communicates, through the appropriate channels, any observations of noncompliance with policies or illegal actions that place personnel and the organization at risk • Performs, with care, any control-related activities required as a function of the position • Specific job responsibilities and projects will be assigned and directed by leadership |
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CONTACTS

This position has regular contact with all levels of staff, operational volunteers and elected leadership and boards, collegiate and alumnae members, customers, and third-party partners and vendors. This position reports to the director of collegiate growth.

KNOWLEDGE, SKILLS AND ABILITIES

Qualifications Required:

- Two years of progressive, professional experience working with fraternal organizations and membership recruitment
- Experience with multi-site entities and working with remote/off-site workforce personnel
- Strong service orientation, outstanding presentation skills, professionalism, confidentiality and discretion
- Excellent organization skills, self-discipline, attention to detail and communication skills
- Works with a sense of urgency, is able to manage multiple initiatives simultaneously in a rapidly changing environment
- Adept at managing cross-functional teams of staff and volunteers effectively
- Advanced computer skills and proficiency with Microsoft Office products; technical aptitude to learn internal systems and required packages
- Alpha Chi Omega membership preferred

EDUCATION

Bachelor’s degree required.

WORKING CONDITIONS

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

This is a full-time position, with a required minimum of 40 hours per week. Office hours are 8:30 a.m. – 5 p.m. Eastern Time, Monday through Friday, with a degree of flexibility available. It may be necessary at times for the employee to work beyond the standard workweek, including evenings or weekends, to complete assigned tasks. Travel may require work in the evenings and on weekends. Travel is estimated to be an average of 25% of the time, with significant travel during the months of August, September, January and February.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and work on a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, lift, carry, pull, grasp, climb stairs and bend over. The employee must be able to lift, carry and move up to 30 pounds as needed.

Strong sensory skills, such as good eyesight, good hearing and dexterity, are necessary for the performance of this position. Must be able to interact with others, both in person and through telephone, video conference, email and written correspondence.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.