



## Alpha Chi Omega Operational Volunteer Position Description

**Position Title:** Human Resources Specialist

**Position Summary:** Working specifically with job descriptions and employment contracts, human resources specialists support first-line chapter-level employee supervisors (chapter advisor and facility operations advisors). Human resources specialists serve as the liaison between advisors and Alpha Chi Omega Headquarters staff to ensure employment documentation is at once compliant with federal and state regulations, reflective of Alpha Chi Omega enterprise best practices (Fraternity and National Housing Corporation), and inclusive of local chapter needs.

### **Essential Role Responsibilities:**

#### ❖ *Communication*

- Respond to all communications related to the volunteer role within 48 hours.
- Participate in monthly human resources specialist team calls.
- File monthly reports summarizing work with assigned chapters.
- Send introductory email to advisors to outline role and purpose, either when beginning in the human resources specialist team or when a new chapter advisor is placed.
- Send communication in advance of the chapter-level employee hiring cycle, outlining the process, expectations for communication throughout the process, and resources.
- Communicate the conclusion of the chapter-level employee contracting process, outlining expectations for future communication and steps associated with the annual chapter-level employee timeline.
- Twice per semester, touch base with assigned chapter advisors, keeping province collegiate chairs, chapter advancement specialists and new chapter development specialists appropriately apprised of chapter developments.

#### ❖ *Knowledge-based*

- Annually guide chapter through process of contracting with chapter-level employee(s) utilizing documents and templates, following procedure and meeting deadlines established by Alpha Chi Omega National Headquarters. As needed, assist chapters with employment agreement revisions.
- Must be/become familiar with – or willing to learn – relevant Alpha Chi Omega policies, VP facility operations handbook, sections of the chapter advisor handbook referencing chapter-level employees, Model Chapter Bylaws, and best practices for chapter-level employees.
- When requested, evaluate managerial strength/weaknesses and/or areas of risk, suggesting improvement and/or providing best practices to improve the chapter's

position in relation to human resources best practices and federal and state employment law.

- Contribute to small group or team-wide projects to create and develop tools/presentations/resources related to chapter-level employees, clarifying roles and responsibilities, policies and best practices, and assisting advisors in effective supervision aligned with employment agreements and in compliance with federal and state regulations.
- ❖ Mentor less experienced human resources specialists and fill in for other team members if needed.
- ❖ Travel to chapters is not required. Travel to training events approximately every two years, usually in Indianapolis, is expected.
- ❖ Estimated time to commit is approximately 15 hours a month during the hiring and contracting cycle; approximately 5 hours a month is estimated off-cycle.

**Working and Reporting Relationships:**

- ❖ Reports to and works with Alpha Chi Omega human resources staff and directly with collegiate chapter advisors.

**Qualifications:**

- ❖ Alumna in good standing
- ❖ Willingness to learn and the support documents and best practices of the Alpha Chi Omega enterprise referring to chapter-level employees, including but not limited to sections of The Governing Documents & Policies Manual, Alpha Chi Omega Policies and Alpha Chi Omega Model Chapter Bylaws
- ❖ Belief in Alpha Chi Omega's values and brand identity
- ❖ Ability to coach and mentor others
- ❖ Organizational and leadership ability
- ❖ Human resources background or background working with contracts

Human resources specialists may not serve as a national volunteer, on a chapter advisory board or on a local housing corporation. Human resources specialists must be willing to sign a confidentiality agreement.