

What is the human resources (HR) specialist team?

This new volunteer team will support collegiate chapters through the process of executing employment agreements with chapter-level employees. (The term chapter-level employees includes individuals directly contracted with a local chapter for work: house director, chef or cook, housekeeper, maintenance person, etc. The term does not include third-party vendor service providers, like those assigned to a chapter by a catering company or cleaning service.)

In their work, specialists will only interface with the advisor(s) responsible for supervising chapter-level employees – Alpha Chi Omega best practice designates the facility operations advisor or chapter advisor. Specialists will not interact with collegiate officers or members – as Alpha Chi Omega policy and model chapter bylaws prohibit these individuals from supervising chapter-level employees. (In absence of both a chapter advisor and facility operations advisor, the province collegiate chair should supervise.)

Just as finance specialists guide assigned chapters through the annual budgeting process, utilizing the budgeting template provided by Alpha Chi Omega headquarters, the HR specialist team will guide assigned chapters through the process of executing employment agreements with chapter-level employees. Specialists will utilize employment agreement templates, helping chapters to balance standardization expectations with local needs.

What is the time commitment associated with serving as a human resource specialist?

Estimated time to commit is approximately 15 hours per month during the hiring and contracting cycle and approximately 5 hours a month is estimated off-cycle.

At this time, we are asking HR specialists to make a one-year commitment, with the opportunity to continue. HR specialists will participate in the annual volunteer evaluation process.

What qualifies someone to serve on the HR specialist team?

Alumnae in good standing will be considered for the role. A human resources background is required; professional work experience with employment law, a background in supervision and/or working with contracts is preferred.

How many HR specialists will be on the team?

Initially, we aim to recruit, train and deploy six qualified volunteer HR specialists. Approximately 66 collegiate chapters have employees, and this would equate to a manageable 11:1 ratio. As it matures, the team would ideally grow.

Why isn't there a lead specialist?

This team will be recruited and trained in time for the 2018-2019 academic year hiring process, typically occurring for most chapters in April. Given this accelerated timeline, the goal is to find qualified team

members and deploy them in support of chapters. Once the team is functioning, a lead specialist will be recruited or promoted from within the team. The lead specialist will not have a volunteer director title.

Can HR specialists offer housing advice?

No. Chapters seeking housing advice should contact Alpha Chi Omega National Housing Corporation staff. Chapters in need of facility support are expected to contact either CSL or an LHC representative, as appropriate. If contacted about one of these topics, the HR specialist team will have been adequately trained to direct the chapter to the appropriate contact.

Can HR specialists offer chapter management advice?

No. Chapters in need of support for anything aside from chapter-level employee management should contact either the appropriate Alpha Chi Omega headquarters staff member or Alpha Chi Omega volunteer liaison. If contacted about one of these topics, the HR specialist team will have been adequately trained to direct the chapter to the appropriate contact.

Who does an HR specialist communicate with at the local chapter level?

An HR specialist will communicate directly with the individual supervising chapter-level employees. (This is an advisor, either the facility operations advisor or chapter advisor.)

The supervising advisor will work directly with the HR specialist to create a chapter-specific, individualized employment agreement for each employee. It is the supervising advisor's responsibility to communicate throughout this process to the collegiate chapter officers responsible for signing employment agreement(s). (Only the chapter president and the VP finance are allowed to sign a contract on behalf of the collegiate chapter.)

Who does an HR specialist communicate with at the national level?

An HR specialist will regularly communicate with headquarters staff members. As employment agreements are tailored for individual chapters, HR specialists may be asked to team with staff in communicating with external parties, vendors or partners.

How will HR specialist team members be assigned?

As a specialist is recruited to the team, they will be assigned to a group of chapters based on that individual specialist's experience level, strengths and background.

Can an HR specialist serve on another volunteer team?

No. As this is a brand new specialist team, with an accelerated timeline for onboarding, training and deployment, it is imperative the team members are fully focused on this particular commitment.

Why do HR specialists sign confidentiality agreements?

HR specialists will advise on sensitive matters and will handle confidential employee information.

How can I communicate my interest for the HR specialist team or recommend someone else?

Please email hr@alphachiomega.org to either express your interest or recommend another member!