

JOB TITLE: Assistant Director of Collegiate Growth

ENTITY: Alpha Chi Omega Fraternity

DEPARTMENT: Collegiate Experience

REPORTS TO: Director of Collegiate Growth

EFFECTIVE DATE: October 2023

FLSA CLASS: Exempt

JOB LOCATION: Remote/Headquarters; Indianapolis, IN

JOB SUMMARY

Provides leadership to ensure the alignment of all recruitment activities to support Alpha Chi Omega's mission, values and vision. Serves as a leader and advisor providing for the development and implementation of a recruitment strategy that meets the needs of the Fraternity.

ESSENTIAL FUNCTIONS AND REQUIREMENTS

FUNCTION	REQUIREMENTS
Collegiate Growth	<ul style="list-style-type: none"> • Synthesizes recruitment and COB data to analyze membership growth trends and updates COB data in the recruitment results document as needed • Manages the implementation of the organization's COB strategy including overseeing the coordination of automated COB communication and regularly follows up with all established chapters • Captures any changes to total and total methods in recruitment results document daily/weekly • Assists with compiling recruitment results data • Facilitates weekly COB meeting with growth team • Serves as the staff liaison to all officers serving in the role of COB chair or assisting with COB <ul style="list-style-type: none"> ○ Oversees the development of COB resources and programming for collegiate officers and volunteers

	<ul style="list-style-type: none"> ○ Ensures all constituents have the most updated COB resources via the online resource center, the Heights Learning Center and other necessary platforms • Works with chapters who are extending bids outside of the primary recruitment period as needed • Assists with online recruitment information form (RIF) projects and initiatives <ul style="list-style-type: none"> ○ Serves on (RIF) responder team • Collaborates and assists with the planning and execution of Collegiate Growth Academy
Chapter Coaching	<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
Leadership	<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 and trade groups and events • Embraces technological innovations and seeks ways to improve performance and productivity • Performs other special assignments and responsibilities as assigned
Fiscal Responsibility	<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

	<ul style="list-style-type: none"> Ensures cost-effective management of company assets and resources
Other	<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

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/offsite 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 effectively managing cross-functional teams of staff and volunteers
- Advanced computer skills and proficiency with Microsoft Office products; technical aptitude to learn internal systems and required packages
- Membership in good standing in Alpha Chi Omega or any other Greek organization is 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.

Required 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. Additional work hours will be necessary to complete assigned tasks. The employee is required to travel on behalf of the organization and travel will require nights and weekend work as well. 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 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. Must be able to interact with others, both in person and through telephone, 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.