



Position Title: Recruitment Specialist

Position Summary: Work with Lead Specialist(s) – Recruitment and staff counterpart to assist chapters in all areas of recruitment. The Recruitment Specialist should have a familiarity with membership selection and at least one form of recruitment and its mechanics. Outcomes include: improved recruitment return numbers; greater understanding of how Alpha Chi Omega’s ritual, values and brand relate to Membership Selection; greater utilization of volunteer woman power; and improved retention of members as volunteers and donors.

Primary Responsibilities:

1. Read, review, understand and uphold all policies and procedures of Alpha Chi Omega, especially section R (Recruitment of Members)
2. Encourage chapters to utilize the Ritual and brand of Alpha Chi Omega as their guide for Membership Selection
3. Work with Chapter Advisors, PACs and PCCs to identify and recruit Recruitment Advisors and volunteers
4. Provide training for Recruitment Advisors and chapter leadership, as needed
5. Assist with the implementation of an effective recruitment process, as needed
6. Assist with strategic planning prior to recruitment, as needed
7. Assist with leading and operating an effective CRIB committee, as needed
8. Assist chapters in implementing an effective Membership Selection procedure, as needed
9. Assist chapters in implementing an effective committee structure, as needed
10. Provide on-site support, as needed
11. Develop resources and best practices for Specialist Team as assigned
12. Cooperate in small groups to complete team /group assignments as assigned

Expectations:

1. File monthly reports on assigned chapters by 15th of each month
2. Attend and participate in all scheduled team phone calls
3. Estimated Time Commitment: Periodic and episodic, plan for heavy chapter contact times in early fall and/or early spring semesters.
4. Be prepared to recommend that chapters do/do not need to continue working with a Specialist at the end of each recruitment period

Key Areas:

- Providing strategic support in all areas of recruitment
- Recruitment of volunteers
- Leading with Integrity

Working Relationships: Reports to Recruitment Lead Specialist(s). Works in tandem with Province Collegiate Chairs, Province Alumnae Chairs and collegiate chapter officers and advisors.

Qualifications: An alumna in good standing; belief in Alpha Chi Omega’s values and brand identity; ability to coach and mentor others; ability to think strategically to accomplish above stated outcomes.