

## ALPHA SIGMA ALPHA VOLUNTEER POSITION LISTING

### **Position: Recruitment Advisor**

This position is a primary support person for the vice president of public relations & recruitment, public relations chairman, recruitment committees and Panhellenic delegate. The recruitment advisor supports the officers in following all policies regarding member recruitment, selection and legacies and meeting recruitment goals. The recruitment advisor is knowledgeable about recruitment styles, campus and national recruitment policies, and NPC (National Panhellenic Conference) rules to provide consistency, stability, maturity and a national perspective to the chapter. The recruitment advisor helps connect the chapter to all the national and local resources including recruitment leaders, and Panhellenic liaisons.

**Time commitment:** Approximately 3-6 hours per week, varying with the academic year depending on campus recruitment style  
Attend committee or work group meetings or chapter events as required by position  
Shared attendance at chapter meetings  
Attend advisory board meeting at least once a semester  
Maintain close contact with the vice president of public relations and recruitment, public relations chairman and recruitment committee  
Communicate with assigned officers at least once monthly  
Attend all recruitment and membership selection committee meetings  
Attend national training programs

**Outcome of placement:** The recruitment advisor will provide leadership and guidance to the vice president of public relations & recruitment, public relations chairman and recruitment committee through knowledge of appropriate policies and resources. He or she will work with the officers to develop goals and achieve results within their positions. The recruitment advisor helps the vice president of public relations & recruitment to understand local, national and NPC policies and supports the chapter during the entire member recruitment process. The recruitment advisor works closely with the region Panhellenic liaison and other advisors, especially the chapter advisor, to provide comprehensive and united support to the chapter.

### **Highlights of Responsibilities:**

Work with region and national volunteers, local campus administration and the national headquarters staff to provide resources and support to the chapter.

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces mental health curriculum.
- ◆ Understand local Panhellenic rules and regulations regarding recruitment.
- ◆ Understand the national philosophy regarding recruitment.
- ◆ Be familiar with the National Panhellenic Conference Manual of Information.
- ◆ Attend all recruitment functions and membership selection meetings.
- ◆ Advise on qualifications for membership selection and use of the National Membership Selection Procedure.
- ◆ Attend bid-matching.
- ◆ Attend Panhellenic recruitment meetings when an advisor is required or find a suitable replacement to attend.
- ◆ Work with vice president of public relations & recruitment to develop a year-round recruitment plan.
- ◆ Encourage the chapter to achieve Quota and Total set by campus and membership targets assigned by national headquarters.
- ◆ Remain informed of any problems or difficulties during membership recruitment and represent the chapter when an advisor is needed to attend a Panhellenic meeting.
- ◆ Assist and advise in the planning of membership recruitment including developing a public relations plan, recruitment workshops, summer retreats, recruitment brochures and other recruitment related materials.
- ◆ Encourage chapter evaluation of recruitment program's strengths and weaknesses.

- ◆ Correspond with the recruitment leader for the region.
- ◆ Review the National Policy on Legacies with the chapter at least twice a year.
- ◆ Provide advice when called upon and know when to provide direction even when not directly asked.
- ◆ Support the outgoing vice president of public relations & recruitment with effective training and transition for chapter leaders as it pertains to recruitment.
- ◆ Teach techniques of good leadership and fellowship.
- ◆ Help members develop self-discipline and responsibility.
- ◆ Supply the organization with information, knowledge and insight gained through experience.

**Interaction with others:** The recruitment advisor will work directly with the vice president of public relations & recruitment, public relations chairman and recruitment and membership selection committees. He or she will report to the chapter advisor and keep the chapter advisor informed about recruitment activities and issues, including infractions, as well as campus and national recruitment goals. The recruitment advisor will communicate information he or she receives from the region facilitator, recruitment leader, Panhellenic liaison, or national headquarters staff to all advisory board members.

**Technology:** The recruitment advisor will know how to use email, Microsoft Word and Microsoft Excel as well as have daily access to all three. The recruitment advisor must have a working knowledge of recruitment software including ChapterBuilder and MyVote. The advisory board member is also expected to use all online chapter management tools including the Officer Portal and MyΑΣΑ.

**Term of placement:** Placements are at the request of the chapter and continue until the chapter removes the advisor or the advisor resigns.