

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 and procedures regarding member recruitment, selection 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 & recruitment, public relations chairman, recruitment committees and Panhellenic delegate
Communicate with assigned officers at least once monthly
Attend all recruitment functions and membership selection committee meetings
Participate in national training programs

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.

Policies & Procedures

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces mental health curriculum.
- ◆ Understand the national philosophy regarding recruitment.
- ◆ Advise on qualifications for membership selection and use of the National Membership Selection Procedure.
- ◆ Review the Statement of Position on Legacies with the chapter at least once a year.

Panhellenic

- ◆ Understand local Panhellenic rules and regulations regarding recruitment.
- ◆ Be familiar with the National Panhellenic Conference Manual of Information.
- ◆ Attend Panhellenic recruitment meetings when an advisor is required or find a suitable replacement to attend.
- ◆ Remain informed of any problems or difficulties during membership recruitment and represent the chapter when an advisor is needed to attend a Panhellenic meeting.
- ◆ Attend bid-matching, if applicable with the campus recruitment style.

Collegiate Chapter Support

- ◆ Attend all recruitment functions and membership selection meetings.
- ◆ 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.
- ◆ Assist and advise in the planning of membership recruitment including developing a public relations plan, recruitment workshops, summer retreats, recruitment brochures, social media campaigns and other recruitment related materials.
- ◆ Encourage chapter evaluation of the recruitment program's strengths and weaknesses.

- ◆ 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.

Region/National Volunteers Staff

- ◆ Correspond with the recruitment leader for the region.
- ◆ Supply the organization with information, knowledge and insight gained through experience.

Interaction with Others: In-person and virtual; The recruitment advisor will work directly with the vice president of public relations & recruitment, public relations chairman, recruitment and membership selection committees and Panhellenic delegate. The recruitment advisor 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 from the region facilitator, recruitment leader, Panhellenic liaison, or national headquarters staff to all advisory board members.

Skills and Technology: The recruitment advisor will need to 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.

Professional Skills Gained through this Position: innovation, creativity, organization, communication, decision making, public speaking, event planning, collaboration, recruiting, public relations, budgeting

Required Training: Behind Happy Faces: Advisor Resource Series, onboard training by advisory board liaison

Additional Training: Online training videos on MyΑΣΑ

Financial Commitment: Support annual alumnae dues program, contribute to the ΑΣΑ Foundation annually and additional costs for the national convention & leadership conference if in attendance.

National Convention Vote: One advisor per chapter will have a vote at the national convention & leadership conference. The chapter and advisory board will collaborate to determine the advisor representative. It is recommended that the chapter cover the costs for the advisor's attendance.

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