



PHI SIGMA SIGMA

*Once, Always.*

## EVENT SPECIALIST EXPECTATIONS

Successful applicants for this role are passionate about risk prevention, risk education and policy alignment. Volunteers must possess an understanding that the application of policies looks different from campus to campus. Volunteers must employ critical and creative thinking skills to ask the right questions to assist chapters in navigating their own campus community within the Fraternity's policies. They will partner with and work along side of the Fraternity's legal counsel and chapter services team to provide timely and appropriate guidance to collegiate leaders.

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Mentor leaders in the chapter responsible for event planning, risk management and crisis management

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Partner with the Fraternity

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Participate in Fraternity trainings

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Support the Fraternity's relationship with host institutions

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Open and prompt communication with Fraternity professional staff and volunteers

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Be a connection to campus resources such as social, mental health, safety, etc.

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Encourage compliance with best social practices

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Promote awareness and understanding of all Phi Sigma Sigma policies by collegiate chapters

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Work with program and services staff to ensure any Incident/Behavior Notices are submitted and supported with documentation

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Create and promote topical training materials for chapters and advisors



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Facilitate the review and compliance of the vendor contract approval in partnership with legal counsel

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Commit to one year of volunteer service in the specialist role (May 2018 through May 2019)

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Pay alumnae dues