



PHI SIGMA SIGMA

*Once, Always.*

## REMOTE CAMPUS SUPPORT SPECIALIST EXPECTATIONS

Successful applicants for this role will have strong interpersonal and facilitation skills. Volunteers must possess a deep understanding of the needs and challenges of today's collegians and the ability to build connections quickly with individuals from different backgrounds and experiences. Volunteers must have a passion for working with a team and Fraternity professional staff. Volunteers must have the ability to communicate frequently with chapters and the flexibility to travel for the Fraternity when necessary.

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Facilitate a weekly phone call with the archon and the vice archon of assigned chapter

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Facilitate a monthly phone call with the executive board of assigned chapter

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Be available via phone, text or email for any general chapter members if they have questions or concerns, and possess sound judgment to know when to elevate an issue to the chapter services manager

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Maintain, at a minimum, weekly communication with the chapter services manager to update her on the chapter, and ensure there is more frequent communication during high priority times

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Review the chapter's Phi Program before recruitment to ensure alignment with the chapter's approved plan

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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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Be available to travel for the Fraternity two weekends per semester with the availability to be on a location all day on Friday or Mondays

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At the direction of Fraternity professional staff, visit an assigned chapter to support the chapter's implementation of a significant event, including but not limited to recruitment, Phi Program, initiation, officer slating and social events

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Open and prompt communication with chapter advisors, Fraternity professional staff, and other volunteers

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Partner with the Fraternity

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Participate in required Fraternity trainings

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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