



PHI SIGMA SIGMA

*Once, Always.*

## RECRUITMENT SPECIALIST EXPECTATIONS

Successful applicants for this role will have a strong knowledge and experience with successful recruitments. Volunteers must possess a deep understanding of recruitment data and quality recruitment planning. Volunteers must build connections quickly with individuals from different backgrounds and experiences and be able to motivate groups of people toward a collective goal. 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 phone calls with representatives of an assigned chapter prior to recruitment to ensure the chapter is fully prepared to implement the recruitment plans

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Be available to travel for the Fraternity two weekends per semester in order to cover chapter recruitments, and have the flexibility to be on location all day on a Friday or a Monday

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Possess a deep understanding of recruitment data and submission of lists during recruitment

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When onsite with a chapter, assist chapter with any set up and take down required of party décor

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When onsite with a chapter, provide feedback during recruitment rounds to improve and motivate the chapter, and promote a positive atmosphere before, during and after all recruitment rounds

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When onsite with a chapter, guide chapter's membership selection meetings and remain with chapter through all list submissions

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When onsite with a chapter, attend any campus meetings such as bid matching, bid signing or recruitment meetings as required



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When onsite with a chapter, tour other sororities' recruitment rooms (if permitted by the campus)

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Promptly and frequently communicate with the programs and services team on the chapter's performance in recruitment

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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