

# VOLUNTEER JOB DESCRIPTION RECRUITMENT ADVISOR

## DESCRIPTION

It is the general responsibility of Recruitment Advisor to oversee chapter growth initiatives. Utilizing their experience, leadership and coaching skills they ensure their chapter has the recruitment support they need to attain quota and total or their designated recruitment goal if quota and total do not apply. They support the overall success of the chapter's efforts to fulfill Alpha Epsilon Phi's growth philosophy. The Recruitment Advisor will directly advise the VP-Recruitment and/or VP-Membership, membership selection committee, recruitment and COB chair, and all other officers and chairs who contribute to the recruitment experience.

## TIME:

Estimated 3-5 hours per week, varying within the academic year

High-volume time periods could include primary recruitment or active COB periods

Participate in volunteer development training

Travel not required. Advisors who are not local, may be asked to go to do a chapter visit

Attend convention

**TERM:** 2-year term

**APPOINTED BY:** National Council

**SUPPORTED BY:** Vice President-Growth and Retention

**NATIONAL OFFICE STAFF CONTACT:** Director of Chapter Services

**PROVIDES SUPPORT TO:** VP-Recruitment and/or VP-Membership, membership selection committee, recruitment and COB chair, and all other officers and chairs who contribute to the recruitment experience.

## RESPONSIBILITIES

### Support the overall success of the chapter and advisory board

- Join the advisory board meetings prepared to discuss
  - Any progress, issues or upcoming events related to
    - Primary (formal) recruitment
    - COB efforts
    - Phired Up coaching community

### Mentor and Support collegiate chapter officers and committees

- Provide support in the planning and execution of recruitment efforts
- Support efforts for year round recruitment planning, continuous open bidding (COB) and member recruitment preparation
- Follow up with the chapter regarding any coaching requirements provide by Phired Up
- Ensure the chapter is utilizing recruitment technology (MyVote and Chapter Builder)
- Ensure all new members are reported to the National Office as outlined by sorority policy

**Establish and maintain weekly communication with the VP-Recruitment and/or VP-Membership**

**Maintain consistent communication Vice President-Growth and Retention or other assigned volunteers.**

**Provide real time reports through Phi Portal regarding primary recruitment**

- This will include reporting on chapter performance between rounds of recruitment and priority metrics
  - Understanding campus total and quota
  - Mentoring chapter officers when to contact the VP-Growth and Retention on National Council regarding a legacy issue

**Stay informed and updated on Sorority initiatives, programs and best practices for chapter operations and programs, and positively advocate for their sound implementation**

- Read and be familiar with:
  - Sorority Constitution, Bylaws and Policies
    - This information is available under HQDocs found on PhiPortal
  - Provide positive and consistent support for Sorority decisions, programs and initiatives
  - Attend training opportunities in person and online, as requested

**Follow and support general volunteer responsibilities**

- Uphold all state and federal laws
- Uphold all policies and procedures
- Attend biennial Convention, Summer Leadership and/or any other AEPi development opportunities and meetings, as requested
- Maintain current and accurate information in Sorority database
- Respond promptly within 48 hours to all forms of communication regarding volunteer role
- Maintain confidentiality around Sorority, chapter and member business