



Job Title: Collegiate Recruitment Specialist
Department: Extension and Consultants
Reports to: Director of Extension and Consultants
FLSA Status: Exempt; Full-time

Job Summary:

- To guide and direct the staff responsibilities related to all collegiate recruitment efforts.
- To serve as the liaison between Executive Offices (EO) staff and the Delta Gamma Fraternity membership team.
- To build and maintain a strong working relationship with all personnel connected to collegiate chapter recruitment efforts.
- To build and maintain a strong working relationship with the Executive Offices staff, Council, Fraternity Directors, Regional Teams and New Chapter Support Teams.
- To perform assigned duties in conformity with the Constitution and policies of the Delta Gamma Fraternity and Foundation.

Essential Functions:

RECRUITMENT

- Provide tracking and analysis of chapter Release Figure Method (RFM) data to the membership team and assist with identifying chapter recruitment strength and short-term and longer-term trends.
- Create and implement collegiate resource materials to assist with RFM understanding by collegiate chapters and advisers.
- Oversee maintenance and development of BidLily software and prepare quarterly reports indicating challenges and recommended solutions for the membership team.
- Oversee maintenance and development of collegiate recruitment resources and materials, in conjunction with the membership team and Director of Advisers, including (but not limited to): recruitment-related handbooks and handouts, officer and adviser training materials and a best practices database.
- Assist the membership team in developing media and materials for RCRS/CRC/NCRC, membership adviser and membership and Panhellenic officer trainings including OTS, adviser training days, transition workshops and regional training days.
- Build and maintain a database of "recruitment best practices" and opportunities for individualized chapter support and development ideas.
- Partner with the membership team to develop a recruitment-intervention model to assist chapters with declining membership numbers; lead teams on related membership support visits throughout the year.
- Provide an annual report of sponsorship activity within the Fraternity (provide recommendations, as needed).
- Manage all legacy-related contact at EO. Track and report legacy recruitment and retention data. Assist the membership team with the management of the Anchor Girl program.
- Track and approve all collegiate recruitment statistics in e-Ops+; provide monthly report of statistics to membership team.
- Develop and oversee maintenance of an annual collegiate workshop focused on branding, group identity and public relations efforts; partner with programming and membership teams regarding timing and implementation.
- Work with Member Services Assistant to analyze membership resignation statistics and develop strategies for retention.

- Provide assistance to the Director: Extension and Panhellenic Development, as needed, and oversee production of Panhellenic Post-It.

COLLEGIATE DEVELOPMENT CONSULTANTS

- Assist Director of Extension and Consultants with recruitment training for Collegiate Development Consultants (CDCs).
- Oversee CDC recruitment visit requests and scheduling opportunities related to recruitment efforts.

OTHER

- Additional responsibilities as determined by the Director of Extension and Consultants.

Qualifications:

- Bachelor's Degree required; experience in communication, marketing, event planning or college student development preferred.
- Excellent oral and written communication skills, customer service oriented and confidential.
- Professional demeanor and ability to interface impressively with college administrators.
- Outstanding organizational skills to prioritize, monitor, track and follow-up on numerous activities.
- Proven ability to develop and maintain positive working relationships while also adapting to changing situations and a revolving volunteer base.
- Ability to travel (35-45%).