

JOB TITLE: Assistant Director of Collegiate Growth

ENTITY: Alpha Chi Omega Fraternity

DEPARTMENT: Collegiate Experience

REPORTS TO: Director of Collegiate Growth

EFFECTIVE DATE: December 2024

FLSA CLASS: Exempt

JOB LOCATION: Remote

JOB SUMMARY

Provides leadership to ensure the alignment of all recruitment activities to support Alpha Chi Omega’s mission, values and vision. Serves as a leader and advisor providing for the development and implementation of a recruitment strategy that meets the needs of the Fraternity.

ESSENTIAL FUNCTIONS AND REQUIREMENTS

FUNCTION	REQUIREMENTS
<p>Collegiate Growth</p>	<ul style="list-style-type: none"> • Supports collegiate growth projects including recruitment strategy, resources and training. • Oversees the development of recruitment resources for collegiate officers and volunteers. • Collects and synthesizes recruitment data and trends for the organization. <ul style="list-style-type: none"> ○ Uses data to develop meaningful reports for staff and volunteer leadership. • Assists with the planning of Collegiate Growth Academy. <ul style="list-style-type: none"> ○ In collaboration with the director of collegiate growth, creates the timeline, plan of work and schedule for the event. ○ Collaborates with collegiate experience team members to develop and organize all

	<p>content, curriculum and marketing for the program.</p> <ul style="list-style-type: none"> • Supervises the recruitment specialist volunteer team. • Serve as staff liaison providing support to the VP recruitment throughout officer term. • Collaborate with lifetime engagement department to manage tasks related to the online recruitment information form. • Provides individualized recruitment coaching to chapters as needed.
<p>Leadership</p>	<ul style="list-style-type: none"> • Fosters a values-driven, team-oriented organizational culture and leads by example. • Manages timely and effective communication with supervision relevant to issues, concerns and decisions that affect the Fraternity. • Monitors trends and stays abreast of innovations and developments in industry. • Represents Alpha Chi Omega at appropriate industry and trade groups and events. • Embraces technological innovations and seeks ways to improve performance and productivity. • Performs other special assignments and responsibilities as assigned.
<p>Fiscal Responsibility</p>	<ul style="list-style-type: none"> • Develops and manages specific projects as part of the Fraternity annual budget. • Approves expenditures per level authorized. • Assures staff applies fiscal responsibility and supports their efforts through applicable training and experiential opportunities. • Ensures cost-effective management of company assets and resources.
<p>Other</p>	<ul style="list-style-type: none"> • Assists with collegiate growth projects including recruitment visit support and operational functions. • Specific job responsibilities and projects will be assigned and directed by leadership.

CONTACTS

This position has regular contact with all levels of staff, operational volunteers and elected leadership and boards, collegiate and alumnae members, customers, and third-party partners and vendors. This position reports to the director of collegiate growth.

KNOWLEDGE, SKILLS AND ABILITIES

Qualifications Required:

- Preferred two years of progressive, professional experience working with fraternal organizations and membership recruitment.
- Experience with multi-site entities and working with remote/offsite workforce personnel.
- Strong service orientation, outstanding presentation skills, professionalism, confidentiality and discretion.
- Excellent organization skills, self-discipline, attention to detail and communication skills.
- Works with a sense of urgency, is able to manage multiple initiatives simultaneously in a rapidly changing environment.
- Adept at managing cross-functional teams of staff and volunteers effectively.
- Advanced computer skills and proficiency with Microsoft Office products; technical aptitude to learn internal systems and required packages.

EDUCATION

Bachelor's degree required.

WORKING CONDITIONS

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Required 40 hours per week. Office hours are 8:30 a.m. – 5 p.m. Eastern Time, Monday through Friday, with a degree of flexibility available. Additional work hours will be necessary to complete assigned tasks. The employee is required to travel on behalf of the organization and travel will require nights and weekend work, as well. Travel is estimated to be an average of 25% of the time, with significant travel during the months of August, September, January and February.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and work on a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, lift, carry, pull, grasp, climb stairs and bend over. The employee must be able to lift, carry and move up to 30 pounds as needed.

Strong sensory skills, such as good eyesight, good hearing and dexterity. Must be able to interact with others, both in person and through telephone, email and written correspondence.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.