

# Recruitment Director

## Alpha Sigma Phi Fraternity

The following is an overview of the responsibilities associated with this role. This description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. Should you have any questions about the role of this officer, please contact Fraternity Headquarters.

### ROLE:

- Member of the Prudential Committee
- Communicates at least monthly with the Recruitment Advisor on the Chapter Council
- Creates a detailed and complete recruitment calendar/timeline prior to the start of each academic term
- Divides the chapter into recruitment teams including selecting each team captain
- Works with the Prudential Committee to determine appropriate incentives and disincentives for individuals, teams and the entire chapter for recruitment efforts
- Coordinates with an outside presenter at least one training workshop annually to help members develop social skills
- Coordinates a recruitment workshop prior to the start of each term for the purpose of teaching members how to recruit and reviews the plan/calendar for the upcoming term
- Manages the names list database (name, phone, e-mail, campus address) of all potential new members
- Meets weekly with recruitment team captains
- Leads by example
- Prepares and organizes transition materials/binder for replacement