

Title:	Recruitment Support Specialist
Team:	Membership
Supervisor's Title:	Director of Growth
Position Status:	Full-time, exempt
Position Location:	Carmel, Indiana (preferred)
Position Summary:	Works strategically and sustainably with members of the extension and recruitment teams to support chapter growth through recruitment, retention and extension initiatives.

Qualifications:

- Bachelor's degree
- Initiated member of Sigma Kappa Sorority, preferred
- Prior experience in supervision of collegiate chapter operations and/or recruitment
- Experience with database management systems

Responsibilities:

- Assist with logistical coordination, brand development and implementation of the Sorority's growth strategy
- Support collegiate chapter growth through recruitment initiatives and by understanding growth trends through qualitative and quantitative data collection and analysis
- Collaborate with the collegiate services team to provide direct chapter officer communication and support chapter growth planning, as needed
- Work with director of growth and local and national volunteers to support all recruitment and extension related projects
- Serve as official Sigma Kappa representative at extension and recruitment-related events, as needed, and to a variety of publics: alumnae, university

officials, potential members, parents, extension committees, national volunteers, etc.

- Serve a primary staff support for recruitment voting platform and manage all recruitment related data
- Work with director of growth and national volunteers to assist with creation and implementation of recruitment training related materials

Expectations:

- Consistently demonstrate through words, actions and interactions, alignment with the Sorority's values, strategic direction and commitment to diversity, equity access and inclusion, focusing on the success of the organization.
- Promote the ongoing development of a service rapport with chapters, local and national volunteers and all members of the Sorority.
- Represent Sigma Kappa within related professional organizations as approved by the executive director.
- Assist with preparations for national meetings as assigned, and travel to meetings to provide on-site staff support (if applicable).
- Demonstrate a positive, problem-solving mindset and a spirit of teamwork and cooperation.
- Demonstrated project management experience.
- Maintain positive public relations within the Sorority, among all Sorority entities, in contact with other membership groups, university officials, vendors, and others.
- Maintain and develop materials and procedure notebooks as appropriate to the position.
- Perform other duties as may be prescribed by the executive director, senior director of membership strategy or director of growth of Sigma Kappa Sorority.

Technical/Computer Skills:

- Ability to effectively use email (MS Outlook) and MS Office software programs as necessary.
- Ability and willingness to effectively use other job-related technology tools

Physical Demands:

- Ability to stand under 1/3 of the time.
- Ability to walk under 1/3 of the time.
- Ability to sit over 2/3 of the time.
- Ability to talk or hear from 1/3 to 2/3 of the time.
- Ability to lift 20 lbs. under 1/3 of the time.

Work Environment:

- The work environment is that of a fast-paced office with minimal to high noise levels and moderate temperatures.
- This position requires working independently as well as part of a team.
- This position requires verbal and face-to-face contact with others on a daily basis.
- Frequent use of a computer, general office equipment, and/or personal device (e.g., cell phone, tablet) is necessary.
- The position requires client information be maintained appropriately confidential.

The qualifications, responsibilities, expectations, technical/computer skills, work environment, and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sigma Kappa provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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