Recruitment/Panhellenic Supervisor

Supervisor: Recruitment Team Leader
Department: Chapter Services
Date Created or Revised: January 2025

Purpose
Recruitment/Panhellenic supervisors (RPHS) utilize their experience, leadership and coaching skills to ensure assigned collegiate chapters have the recruitment support they need to attain Quota and Total. They coach chapters in representing the chapter within the campus Panhellenic, providing guidance pertaining to campus Panhellenic operations and assist in interpreting National Panhellenic Conference (NPC) policies and procedures. They ensure chapters' recruitment and Panhellenic advisors have the knowledge, skills, relationships and confidence to promote chapter recruitment and Panhellenic success. She liaises with her assigned regional team.

Responsibilities

- Assist chapter advisors in appointing, training, coaching and mentoring an effective recruitment advisor in alignment with Gamma Phi Beta's recruitment advisor resources.
- Supervise collegiate chapter recruitment activities for assigned chapters. Review, evaluate, implement and coach advisors and officers on recruitment information, plans and results.
- Strengthen recruitment practices of assigned chapters by collaborating with recruitment team members to maintain, analyze and verify recruitment statistics.
- Receive and review meeting minutes from campus Panhellenic meetings, Panhellenic bylaws and governing documents and Panhellenic recruitment rules. Following review, provide feedback to appropriate collegiate chapter officers, advisors and regional volunteers.
- Assist membership vice president and recruitment advisor in administering and understanding new member surveys and member evaluations.
- Ensure assigned chapters have attained or are working toward Panhellenic Total by advising and directing the proactive and ongoing planning of a continuous open bidding program in collaboration with the recruitment advisor and membership vice president.
- Review and respond to recruitment reports in Beta Base and complete other recruitment reports as requested.
- Work with the recruitment team leader to identify chapters in need of additional recruitment support.
- Collaborate with regional and new chapter team members annually to determine, schedule and lead chapter recruitment visits for assigned collegiate chapter(s) using chapter visit guidelines and submit report via Beta Base within 10 days of visit.
- Manage calls from legacies and legacy-makers for assigned chapters and as determined by the Sorority's recruitment team.

- Ensure assigned chapters achieve the specific recruitment goals set forth by the Sorority's strategic plan, chapter recruitment plans and Sorority and chapter needs.
- Explain and ensure implementation of Sorority policies and protocols and NPC Unanimous Agreements, polices and best practices to assigned collegiate chapter officer(s) and advisor(s) and provide rationale for changes as needed.

Expectations

- This role is appointed for a two-year term ending on July 31 of odd numbered years. This role is eligible for reappointment for a total of three terms.
- This role requires four to eight hours per week on average. Peak times for this role are based on the recruitment schedule assigned, during which time volunteers may exceed the estimated time commitment. During peak times, this role may require up to 20 hours per week.
- Volunteers in this role will be expected to travel up to nine days per year. Travel will include chapter visits and Recruitment Summit annually and the REAL Leadership Institute (RLI) in alternate summers.
- Volunteers in this role will be expected to participate in the Belonging, Equity, Diversity and Inclusion (BEDI) Summit. The BEDI Summit is a synchronous, virtual program.
- Meet all expectations as outlined in Gamma Phi Beta's **Appointed Volunteer Expectations Agreement**.

Preferred Competencies and Experiences

- Gamma Phi Beta Knowlege.
- Critical Thinking.
- Teamwork.