

Gamma Phi Beta Sorority
International Team Leader-Recruitment Strategy



Job Description

Supervisor: Director of Chapter Services	Department: Chapter Services
Created: March 2005	Revised: June 2018

Specific Responsibilities

The international team leader-recruitment strategy reports to the director of Chapter Services who reports to managing director of Member Experience. She is responsible for the following:

A. Manage recruitment team leaders

1. Hire and train recruitment team leaders.
2. Develop, organize and conduct training sessions for recruitment team leaders.
 - a. Plan and lead a recruitment team meeting when authorized.
 - b. Host monthly calls for recruitment team leaders.
 - c. Send updates with information to enhance recruitment team leader job performance.
3. Provide response and feedback to recruitment leader questions, concerns and request within 48 hours.
4. Use tools such as reflective feedback, coaching and goal setting to enhance recruitment team leader performance on an ongoing basis.
5. Supervise recruitment team members in the absence of a recruitment team leader.
6. Ensure a thorough transition takes place from when transitioning recruitment team leaders, including a transition of materials and manuals.

B. Provide strategic direction for collegiate chapter recruitment activities

1. Implement the specific goals of the office in as set forth in the Sorority's strategic plan.
2. Work with the recruitment leaders to create collegiate chapter recruitment goals based on Sorority needs.
3. Follow up with recruitment team leaders to ensure they achieve the specific goals for their assigned chapters as set forth by the Sorority's strategic plan and identified collegiate chapter recruitment goals.
4. Stay abreast on trends impacting the collegiate member experience.

C. Operational management

1. Develop and monitor recruitment budget.
2. Review and approve expenses of all recruitment team members and adhere to the approved budget.
3. In collaboration with the director of Chapter Services, update Sorority working documents as needed (job descriptions, recruitment operating procedures, *Collegiate Operations Manual*, etc.).

D. Workforce collaboration

1. Encourage regular communication, cooperation and relationships among recruitment team leaders.
2. Connect recruitment team leaders with other workforce personnel to address chapter challenges, crises and situations as appropriate.
3. Suggest resources, programming and project teams as needed to appropriate workforce personnel.
4. Communicate with workforce personnel by distributing reports, collegiate chapter recruitment plans and goals as necessary.
5. Participate in monthly Chapter Services calls for international team leaders.
6. Participate in CLC training as requested.

7. Participate as a member of the Sorority's extension committee.

General Responsibilities and Requirements

- A. Serve as a positive role model and promote lifetime membership to all members of the Sorority.
- B. Support international Gamma Phi Beta Bylaws, Rules and Procedures, policies and position statements.
- C. Pay annual international alumnae dues or become a Life Loyal member.
- D. Nurture and mentor those who report to you.
- E. Responsibly manage job-related expenses and adhere to approved budget.
- F. Must have email access, Microsoft Word software and the ability to read Microsoft Excel documents.
- G. Maintain electronic files of all correspondence and historic documents pertaining to the position.
- H. Attend Convention, REAL Leadership Conference and REAL Leadership Institute, if authorized. Conduct meetings or workshops as requested.
- I. Train your successor to ensure a thorough transition. Send all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion.
- J. Perform other duties as assigned.

Time Requirements

- A. Travel: 12 days/year (Convention, other Gamma Phi Beta leadership conferences, recruitment team leader meeting, and chapter visits, as requested)
- B. Office: 15 hours/week during the school year