

## **Role of the Recruitment Advisor**

Sigma Tau Gamma Fraternity is a values-based organization founded upon the principles of Learning, Integrity, Excellence, Leadership, Citizenship and Brotherhood. The Recruitment Advisor will serve as the primary advisor for the Director of Recruitment and his coordinators. This advisor will serve as a member of the Chapter Advisory Team and report to the Lead Advisor.

### **Recruitment Advisor Expectations**

The Recruitment Advisor will support the chapter by:

#### **Promoting the Values, Ideals, and Policies of Sigma Tau Gamma and the Host Institution**

- Promote continuous and open recruitment efforts that adhere to member safety and institutional policies.
- Encourage and advise chapter participation in all campus-sponsored recruitment activities and opportunities.
- Log-in and review chapter members use of ChapterBuilder, an online recruitment management tool.
- Communicate with Director of Recruitment and division coordinators to ensure a diverse pool of candidates are being sought and considered for recruitment.

#### **Modeling the Way**

- Ensure that all social behaviors align with the expectations that are given to the men in the chapter – in person and on social media.
- Attend and encourage participation in Sig Tau national events and programming including Noble Man Institute, Webb Academy, and Grand Conclave/Endeavor Leadership Conference.
- Remain current on Headquarter published resources regarding recruitment, member retention, and diversity initiatives.
- Promote the Principle of Brotherhood and the acceptance and support of all members.

#### **Develop Relationships**

- Host a monthly check in or coaching call with Director of Recruitment and Recruitment Coordinator to review ongoing recruitment plans and efforts – as the primary recruitment timeframe nears, frequency of calls will increase.

- Meet or communicate monthly with Diversity Coordinator to review ongoing efforts to promote an inclusive chapter through recruitment efforts, ongoing education, and chapter programs.
- Meet or communicate monthly with Retention Coordinator to review campus resources related to retention and discuss efforts within the chapter to retain associate members and retain active members through graduation.
- Attend two chapter meetings each semester.
- Attend meetings and/or calls of the Chapter Advisory Team.
- Ensure associate members meet minimum requirements for membership as prescribed by Headquarters, IFC, and the host institution.

#### **Promoting Adherence to Chapter Operations and Administrative Tasks**

- Confirm that new members are added to OmegaFi Vault and host institution is informed of all bids accepted within 24 hours of acceptance.
- Review recruitment related materials, such as shirts, flyers, handouts, etc. to ensure compliance with Fraternity's style and branding guide.
- Ensure completion and accuracy of recruitment division information for McCune Annual Report (due April 15).

Preferred candidates will be members of the Fraternity; however, other strong candidates will be considered. The Recruitment Advisor will be appointed by the Lead Chapter Advisor and will be expected to abide by the above expectations and promote the Principles of Sigma Tau Gamma.