

## RECRUITMENT AMBASSADOR POSITION DESCRIPTION

### **Why a Recruitment Ambassador?**

The role of a Recruitment Ambassador is to lead collegiate chapters to reflect on their recruitment practices and how they can work together to enhance chapter recruitment performance, engagement, and confidence.

Recruitment Ambassadors are selected, trained, and deployed to provide recruitment training to our collegiate chapters. The purpose of the Recruitment Ambassador program is to facilitate the Fraternity's Recruitment Curriculum, which focuses on: branding, the Fraternity's International Membership Selection Program (IMSP), cultivating relationships, social excellence, and values-based conversations. Ambassadors are selected for their distinct ability to elevate the material with their own stories and experiences.

### **Recruitment Ambassadors are consistently upholding the Object of the Fraternity while operating simultaneously with our Culture Principles:**

- Accountability & Ownership
- Collaboration
- Engagement
- Innovation
- Open & Honest Communication

### **Senior Recruitment Ambassador:**

- In addition to the duties of the Recruitment Ambassador listed in this document, the Senior Training Ambassador will:
  - Have served at least one full term as a Recruitment Ambassador
  - Assists the Assistant Director of Education & Training in developing new curriculum
  - Serve as an additional resource and support new members of the Recruitment Ambassador team
  - Have additional leadership opportunities during bi-annual Ambassador Training Weekend

### **Recruitment Ambassadors must be able to demonstrate:**

- Active listening and problem-solving skills
- Strong interpersonal skills, including the ability to easily engage others in positive dialogue one-on-one or in a group setting, and at many different levels
- A basic level of understanding of college student development
- A commitment to growth or understanding of the current generation of students who make up the majority of our active membership in AOII
- A high-level of emotional intelligence
- The ability to train and coach other leaders to inspire ambition
- Skills at working under time constraints
- A firm understanding of AOII policies and procedures
- Skills at facilitating and moderating workshops
- Strong written and verbal communication skills
- The ability to maintain confidentiality when necessary
- The ability to serve as a role model to others, showing them the value of involvement in AOII as an alumna and as a volunteer to the Fraternity

- Dedication to quality work, conversation, products, and initiatives that align not only with AOII's Ends and Policy Governance but that show quantifiable results

## Reports To:

- Assistant Director of Education & Training

## Partners With:

- The Education Department, VPs of Membership Recruitment & MR Advisors of assigned chapters, Training Ambassadors, Ritual Education Ambassadors, Network Specialists-Membership Growth

## Essential Functions:

- Uses AOII resources to create and facilitate trainings for collegiate chapters of up to 350 members
- Demonstrates strong written and verbal communication skills
- Utilizes Zoom features and/or in-person tools to facilitate engaging and informative recruitment workshops
- Conducts pre-visit calls to tailor workshop content to chapter needs
- Demonstrates confidence in presentation and facilitation, via Zoom and/or in-person
- Synthesizes accurate and timely feedback after visits to contribute to the monitoring of chapter health
- Collaborates with key staff and international volunteers from workshop preparation through post-visit report
- Serves as a "recruitment coach" to 1-3 chapters per semester by partnering with the Network Specialist-Membership Growth to provide additional recruitment support around the time of the assigned chapter's primary recruitment through weekly coaching calls with the chapter's recruitment team (as needed)
- Presents or facilitates at additional events as needed
- Clarifies, summarizes, and shares ideas
- Effectively works with other volunteers and staff partners as needed through effective and professional communication
- Participates in quarterly team reflection calls and annual one-on-one call
- Attends all assigned trainings

## Requirements:

- Ability to serve in a volunteer capacity with the time and travel commitments as estimated below
- One (1) year experience serving in an AOII or non-AOII alumnae leadership role
- Must be willing and able to travel
- Alumna status for one (1) year
- Must have a passport for international travel (or planning to obtain one before August 2024)
- Is available to travel to AOII Headquarters in Brentwood, TN for Training Weekend (August 10-11, 2024)

## Estimated Time and Travel Commitment:

- Up to 10 hours per month plus travel time; approximately 4-6 chapter visits per year, training weekend in August 2024, and additional AOII events as needed

## Term Length:

- Two academic years (July 2024-May 2026) with option to reapply