



BETA THETA PI
— MEN OF PRINCIPLE —

Recruitment Advisor *Position Description*

Title	Recruitment Advisor
Reports to	Chapter Counselor
Qualifications	<ul style="list-style-type: none"> • Understands the importance of consistently recruiting both quality and quantity. • Excellent organization skills and ability to teach effective management techniques. • Strong knowledge in event planning, sales, marketing and how to win others over. • Active participation during chapter’s recruitment opportunities to provide coaching.
Time Allocation	50% Direct advising of the VP of Recruitment and the chapter. 30% Active participation in the Advisor Team. 20% Developing relationships with constituents.
Term of Appointment	Based upon individual availability, but minimum 2 years.

Mission, Vision, Values & Priorities of Beta Theta Pi

Mission	To develop men of principle for a principled life.	
Vision	Every member will live Beta Theta Pi’s values.	
Core Values	Mutual Assistance	Betas believe that men are mutually obligated to help others in the honorable labors and aspirations of life.
	Intellectual Growth	Betas are devoted to continually cultivating their minds, including high standards of academic achievement.
	Trust:	Betas develop absolute faith and confidence in one another by being true to themselves and others.
	Responsible Conduct	Betas choose to act responsibly, weighing the consequences of their actions on themselves and those around them.
	Integrity	Betas preserve their character by doing what is morally right and demanding the same from their brothers
Strategic Priority Areas	Self-Governance, Education, Recruitment, Volunteers	

Impact Statement

Recruitment is known as the lifeblood of any organization and is the most important component to a chapter's success. It is essential for chapters to recruit values based men who believe in the mission of Beta Theta Pi as well as maintain a sustainable chapter size for the campus they are on. The Fraternity provides various recruitment resources, trainings and education for chapters to access in order for them to achieve their goals.

The Recruitment Advisor challenges the chapter to constantly improve their recruitment model to ensure chapter sustainability with high quality individuals. He or she works directly with the VP of Recruitment and coaches him on utilizing his committee to generate greater chapter ownership of member intake. Planning, preparation and execution are needed from the chapter, and the Recruitment Advisor is present to help them along their process.

Overall Job Responsibilities

Direct advising of the VP of Recruitment and the chapter (50%):

1. Maintain weekly contact with the VP of Recruitment.
2. Attend at least one chapter meeting a month.

Be an active member of the Advisor Team (30%):

1. Attend all quarterly advisor team meetings.
2. Attend and participate in *Keystone Regional Leadership Conference* in February.
3. Meet with District Chief or Assistant District Chief once a semester.

Build relationships with constituents (20%):

1. Meet with the Leadership Consultant during his visit with the chapter.
2. Build positive rapport with chapter members, volunteers and university staff by attending specified chapter and university programming.

Competencies

Competency	Definition
Planning	Exhibits skills in advance planning, coordinating logistics; pays close attention to details
Facilitation & Presentation	Knowledgeable & skilled in delivering content to and facilitating both large and small group programs
Foster Collaboration	Works in partnership with others to achieve results
Achieve Results	Demonstrates and creates a sense of urgency and commitment for achieving results
Demonstrate Initiative	Ensures execution of work tasks needed to accomplish organizational goals
Uses Sound Decision Making & Judgment	Effectively and critically examines issues and problems and makes judgments in line with organizational values
Change Management	Anticipates and plans for a rapidly changing environment; adapts quickly to change
Innovation & Strategic Thinking	Takes risks and challenges the process; considers the long-term implications of daily work through critical thinking and/or assessment
Manage & Develop Others	Contributes to the personal and professional growth and development of undergraduates and volunteers