



**Title:** Recruitment Contractor

**Reports to:** Coordinator of Growth and Outreach

**Status:** Contract

**Date:** August 2024

**Independent Contract Terms:** 9 months (August 1 – April 30)

**Hours:** Approximately 15 hours/month in addition to training (in-person and virtual)

**Compensation:** \$400/month paid monthly

**Minimum Qualifications:** Undergraduate degree, Fraternity/Sorority Life experience preferred

**Responsibilities:**

- Work with and coach 3-4 chapters of Theta Phi Alpha on recruitment-related goals as they work to maximize their chapter growth.
- Ensure proper implementation of Theta Phi Alpha recruitment workshops and policy for the chapters assigned.
- Attending primary recruitment for the chapters assigned, arriving the day before recruitment begins, and leaving the day after recruitment ends
- Build a comprehensive COB plan for the chapters that do not reach the total during primary recruitment.
- Weekly follow-up with the chapter recruitment chair on recruitment progress
- Bi-weekly follow-up with chapter advisor and/or chapter recruitment advisor on support needed for success.
- Meet with the Coordinator of Growth and Outreach bi-weekly to update on progress and gather feedback.

**Training Opportunities:**

The Recruitment contractors will be responsible for completing virtual training experiences offered by the Fraternity, including but not limited to recruitment, finances, risk management/policy/incident reports, and Theta Phi Alpha technology systems prior to the start of the academic semester. The Recruitment Contractor should also plan to attend in-person training with the National Office in Bay Village, OH, from July 26th to July 28th.

**Variable Compensation Plan:**

- Chapter achieves quota during primary recruitment: \$250 bonus
- Chapter achieves total in a semester: \$250 bonus (up to \$500 for the year)
- Chapter follows all recruitment policies of Theta Phi Alpha: \$100 bonus

- All required travel for this role will be covered by the Fraternity

Individuals interested in this short-term opportunity can send their resume and cover letter to Theta Phi Alpha's Executive Director at [executivedirector@thetaphialpha.org](mailto:executivedirector@thetaphialpha.org). Priority will be given to applicants who apply by June 15th, 2024.