



KAPPA ALPHA THETA

# Recruitment and Panhellenic District Director (RPDD) Job Description

## SUMMARY OF DUTIES

Oversee the execution of all recruitment and Panhellenic chapter operations; provide regular and consistent support to chapter officers and advisors as related to the primary recruitment process, continuous open bidding (COB), and Panhellenic operations; enforce and educate college chapters on Kappa Alpha Theta and National Panhellenic Conference (NPC) policies and procedures; assist in data collection as related to college chapter member recruitment; work with the college district director (CDD) and budget district director (BDD) to ensure college chapter success; communicate regularly with applicable headquarters staff and the recruitment committee chairman. Ideal volunteers have experience with college chapter recruitment, the ability to manage multiple projects at once, the ability to consistently communicate with/support college chapters, and the flexibility to make at least one college chapter visit per semester. Although time commitment varies throughout the year, the ideal volunteer can commit an average of 20 to 25 hours per month. During heavy recruitment periods, expect this time commitment to increase.

## RESPONSIBILITIES & AUTHORITY

### I. SUPERVISION OF RECRUITMENT AND PANHELLENIC CHAPTER OPERATIONS

- a. Ensure college chapters are effectively prepared for the primary recruitment process and COB (if necessary) through successful execution of pre-recruitment workshops.
- b. Educate the chief recruiting officer (CRO), recruitment advisor (RA), and members of the executive recruitment board (ERB) on Kappa Alpha Theta recruitment policies and procedures.
- c. Confirm chapters are adhering to Kappa Alpha Theta policies throughout the recruitment process.
- d. Oversee chapter utilization of the MyVote system for all recruitment efforts and assign admin users as needed.
- e. Utilize MyVote to monitor chapter scoring of potential new members (PNMs) and to track legacy data.
- f. Conduct the legacy review call following round two of primary recruitment.
- g. Guide college chapter officers to complete necessary post-recruitment follow-up (Checklist App form submission, compiling feedback from members and new members about the recruitment process, and identifying opportunities for improvement in future years).
- h. Advise college chapter officers on campus Panhellenic votes, judicial hearings, and other pertinent issues as needed.

- i. Assist in data-tracking as related to membership numbers and ensure chapters are at or above Panhellenic total.

## II. COMMUNICATION

- a. Consistently and proactively communicate with college chapter officers and advisors throughout the academic year, not just during primary recruitment.
- b. Communicate as needed with the recruitment committee chairman and headquarters staff.
- c. Collaborate with CDD on policy violations, college chapter discipline matters, and concerns with advisory board (AB) members.
- d. Utilize and communicate data compiled by the assistant director of collegiate services to make data-driven recommendations to improve performance.
- e. Communicate with the assigned visiting educational leadership consultant (ELC) prior to, during, and after chapter visits.

## III. OTHER RESPONSIBILITIES

- a. Actively support Kappa Alpha Theta's strategic plan, working to implement the goals and objectives set forth by Grand Council.
- b. Attend annual recruitment committee meeting and recruitment committee conference calls as scheduled.
- c. Upon approval from the recruitment committee chairman and assistant director of collegiate services, successfully plan and execute a minimum of one college chapter visit per academic year (preferably at least one per semester).
- d. Assist in special projects as assigned by the recruitment committee chairman, assistant director of collegiate services, and/or Grand Council.
- e. Collaborate with staff and other workforce volunteers to support targeted chapters needing additional support in recruitment and Panhellenic operations.
- f. Fulfill the expectations and responsibilities of a Kappa Alpha Theta workforce member as outlined in the [\*Workforce Volunteer Handbook\*](#).