

2019 Interfraternity Council Recruitment Coordinator Application

# Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA (cumulative): \_\_\_\_\_\_\_\_\_\_\_\_\_

Do you plan to hold a summer job? \_\_\_\_\_\_\_\_\_\_ Hours per week? \_\_\_\_\_\_\_\_\_\_\_

Do you plan to attend summer school? \_\_\_\_\_\_\_\_ Hours per week? \_\_\_\_\_\_\_\_\_\_

Please answer the following questions on an attached sheet of paper.

1. List any activities you have participated in relating to recruitment.

1. List offices that you have held in *all* organizations and give a brief

description of your responsibilities.

1. What are your time commitments for the *entire* year of 2019?
2. What skills, classes, and/or work experience have you had that would help you in this position?
3. Why are you interested in this position?

Applications are due on Thursday, November 15, 2018 by 5:00pm. Email the completed application to [Clay.Beagles@okstate.edu](mailto:Clay.Beagles@okstate.edu) and [Jake.Swanson@okstate.edu](mailto:Jake.Swanson@okstate.edu). Interviews will be during the week of December 3rd, 2018. If selected, you will be contacted for an interview and notified of the time and location.

If you have any questions, call Clay Beagles at (918) 798-7304 or email him at Clay.Beagles@okstate.edu.

**Interfraternity Council Recruitment Coordinator Job Description**

Responsibilities of Recruitment Coordinator:

- will attend all New Student Orientation Enrollment browse sessions and any other opportunity to present the benefits of Greek Life to enrolling students.

- will serve on the Executive Board of the Interfraternity Council as a voting member.

- will hold a series of meetings with the OSU Fraternity Community prior to "Pre-Finals Week" of the spring semester to disclose and discuss a sheet outlining all proper and legal recruitment tactics.

- will assist in the collection of a completed Dry Recruitment Agreement by the chapters.

- will coordinate and organize the Spring Recruitment Week as well as any other subsequent supplementary recruitment events.

- will assist in the success of Greek Discovery Day.

- will participate in all alcohol checks and/or required events of the Executive Board during the school year.

- will coordinate and organize recruitment apartment checks during the summer and event checks.

- will update and verify the information in all IFC recruitment materials including pieces prepared by the individual chapters.

- will hold multiple recruitment training and orientation meetings for the new recruitment chairmen prior to the end of the Spring Semester.

- will ensure that all chapters receive the appropriate recruitment materials throughout the year.

- will keep track of all recruitment violations and work with the IFC Internal VP or the Dry Recruitment Hearing Panel to adjudicate any violations.

- will work with the IFC External VP in developing a marketing plan that meets the goals of the Greek Community.

- will appoint and chair a recruitment committee.

- will facilitate all other activities of IFC recruitment

These duties may be amended at any time by the IFC Executive Board and/or the Manager of Fraternity & Sorority Affairs.