



Trinity University Recruitment Network

Chapter Recruitment Network Chair

2017-2018

Recruitment Network volunteers play a very important role in assisting the Office of Admissions to increase awareness and knowledge of Trinity University to prospective students. Alumni can assist in variety of ways: casually referring family and friends to Trinity, participating in letter writing campaigns to prospective student, representing Trinity at local college fairs, serving on panels and other efforts. Even the smallest of activities helps enroll bright and talented students at Trinity.

Given the importance of alumni involvement in recruitment, a Recruitment Network Chair is needed in each Trinity Alumni Chapter and network city. This chairperson plays an important role in connecting alumni to the Office of Admissions and volunteer opportunities in their area. The Coordinator of Alumni and Parent Recruitment in the Office of Admissions works with each Recruitment Network Chair to help them carry out the varied functions that support the Office of Admissions.

Duties and Responsibilities

- **Provide a support system for your area Recruitment Network volunteers**
 - Serve as chapter's point of contact to answer network volunteers' recruitment-related questions.
 - Training materials will be provided to aid in training new volunteers.
 - Work with the Coordinator of Alumni and Parent Recruitment to plan an annual meeting to train and update new and existing volunteers, and encourage them to socialize and network.
- **Help secure volunteers for recruitment activities and personally volunteer as your schedule allows**
 - Volunteer opportunities include: interviews, receptions, letter writing and calling campaigns, panels/speaking opportunities, and college fairs.
 - By actively volunteering, you increase your recruitment expertise and gain knowledge to encourage and train new volunteers.
- **Actively recruit new volunteers for your area**
 - Suggested approaches include: reaching out to your fellow board members, advertising the opportunity to become involved at chapter events and on the chapter Facebook page, telling alumni new to the area about the Recruitment Network.
 - Refer potential new volunteers to the Coordinator of Alumni and Parent Recruitment (Nicole Fratto, '13, nfrattoo@trinity.edu).
- **Attend a happy hour or dinner meeting with active Recruitment Network volunteers when the local Admissions Counselor is visiting**
 - These events are meant to be a 'thank you' from the Admissions Office. The counselor will update members on local activities and trends.

Resources

- **Coordinator of Alumni and Parent Recruitment, Office of Admissions:**



Nicole Fratto, '13, supports chapter recruitment efforts as the primary point of contact in the Office of Admissions. Nicole provides training, support, and ongoing communication for the Recruitment Chair and chapter volunteers | nfrattoo@trinity.edu | 210-999-7275