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, from casually referring family and friends to Trinity, to representing Trinity at local college fairs. Even the smallest of activities helps us continue to enroll bright and talented students at Trinity.

Given the importance of alumni involvement in recruitment, each Trinity Alumni Chapter board has a position for a Recruitment Network Chair. This chairperson plays an important role in connecting alumni to the Office of Admissions and volunteer opportunities in their area. The Coordinator for 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.
  - Work with the Coordinator for 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, telling alumni new to the area about the Recruitment Network.
  - Refer potential new volunteers to the Coordinator for Alumni and Parent Recruitment or have them submit the volunteer interest form.

- **Organize a dinner or 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.

*Note: Specific duties and volunteer opportunities may vary by region depending on the efforts of the Admissions team in the area*

Resources

- **Coordinator for Alumni and Parent Recruitment, Office of Admissions:**
  The Coordinator for Alumni and Parent Recruitment will be hired this summer to serve as the primary contact for alumni volunteers. The staff member in this role will identify opportunities for alumni support, recruitment initiatives and programming. Please contact Justin Doty, Director of Domestic Recruitment, with any questions during this transitional period.
  [recruitmentnetwork@trinity.edu](mailto:recruitmentnetwork@trinity.edu), 210-999-7207

- **National Alumni Board, Recruitment Committee:** Chapter Recruitment Chairs are invited to call into NAB committee meetings which are held three times a year. The NAB committee will work to provide support to chapter recruitment chairs.