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. Below is a list of the primary duties and responsibilities of this chairperson. The Coordinator for Alumni and Parent Recruitment in the Office of Admissions works with each Recruitment Network Chair to help them carry out these functions. If you decide to serve in this role, please know that you will be trained and supported by the Office of Admissions in every way possible.

**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 will vary by region depending on Admissions’ efforts in the area

**Resources**

- **Coordinator for Alumni and Parent Recruitment, and the Office of Admissions**: Kealey Malott is here to support you in this role by being your primary point of contact in the Office of Admissions. Kealey will maintain correspondence with you throughout the year, assisting in every way possible.

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

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