

High Rho – Alumni Liaison

Job Overview

The High Rho (Alumni Liaison) is responsible for ensuring that each chapter/colony communicates and engages with alumni. The position requires that the elected individual spend most of his time and energy collaborating with alumni to assist in educating upperclassmen and are exposed to regular chapter news updates. The High Rho is also responsible for assisting the chapter/colony with accurate record keeping regarding graduating members. This position is for people who are influential and motivational to maximize the experience of all brothers.

Strategic Work for Chapter Support Coach

- Engaging alumni in the Fraternity and the development of lifeline members

Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

- Preparing the High Rho's budget
- Creating a calendar of events related to alumni engagement
- Establishing and maintaining a forum to share chapter news, updates, and recognition with alumni brothers
- Submitting chapter and alumni news to the Office of Administration
- Creating and maintaining a Zeta alumni directory
- Coordinating educational sessions on life-long membership
- Working with the High Beta to establish a senior involvement/recognition program
- Working with the High Gamma to ensure graduating members update their contact information in the Zeta Management System
- Coordinating with an alumnus and the High Sigma to plan and host professional development workshops

Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
<ul style="list-style-type: none">• Action Oriented• Adaptability• Collaboration• Communication• Creativity	<ul style="list-style-type: none">• Balance Stakeholders• Motivates Others• Relationship Building	<ul style="list-style-type: none">• Perspective• Respect

Other Responsibilities

- Acting as representative of the chapter/colony.
- Working with various constituents in achieving chapter/colony initiatives.
- Adhering to and enforcing all applicable organization policies, procedures, and practices.
- Using the Zeta Management System.

Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates must be willing to work with alumni advisors and upper classmen.

The position requires at least 10 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.

OFFICE OF ADMINISTRATION

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