



**Position Title:** Director of Intake

**Team:** Standards and Compliance (Vice President of Standards and Compliance, Director of Intake, Director of Expansion)

**Reports to:** Vice President of Standards and Compliance

**General Summary:** The Director of Intake (DoI) is responsible for overseeing all matters pertaining to new member intake and onboarding. This is inclusive of undergraduate, post-baccalaureate, and founder processes. Additionally, the DoI is responsible for the maintenance of all intake manuals, training for process teams, Chapter Mentors and Regional Directors. DoI will ensure that all process teams are in compliance with national sorority guidelines for anti-hazing and risk management, as well as within university policies and local state laws.

**Principle Duties, Responsibilities, and Other Job-Related Information:**

- Develop and implement comprehensive training for process teams, general membership,
- Maintain and update national intake manuals for undergraduate, post-baccalaureate, and founder processes
- Monitor intake implementation in collaboration with Regional Directors and Chapter Mentors
- Authorize and approve associate member applications, intake activities, and petitions
- Collaborate with the Director of Expansion and VP of Standards and Compliance to ensure compliance with national policies
- Respond to all hazing allegations and lead investigations, under the supervision of the National Vice President of Standards and Compliance and cooperate with any university investigations.
- Track all membership intake trends for national reporting
- Enforce national sorority's nondiscrimination policy in recruitment and intake



practices.

Hold bi-weekly or monthly meetings with the team, ADUI, and ADGI to delegate tasks, ensuring effective intake preparation, data management, and training maintenance.

Connect with Universities to understand their policies for intake, recruitment and deadlines.

Attend at least 1 intake session per region, post-baccalaureate, noble founder process. Connecting with Associate Members during their process. (need percentage)

Review Post-intake assessments and satisfaction to report and use.

Enforce that all Intake documents are submitted before moving onto the next intake season.

**Position Requirements (Minimum Knowledge, Skills, and Abilities Required):**

- At least 3 years post bachelor's degree attainment preferred
- Must have at least 2 years of leadership experience (sorority or professional)
- Experience in training or leading teams
- Outstanding writing, editing, and verbal skills
- Process Team experience is preferred
- Familiarity with national risk management policy and national intake manuals is preferred
- Understanding of sorority and state hazing laws and hazing prevention

**Position Benefits:**

- Enhanced work-product portfolio for use in professional career advancement
- Development and refinement of skills in the areas of training, auditing, coaching, curriculum development
- Development and refinement of key transferable skills such as critical thinking, time management, and cross-collaborations

**Sorority Incentives:**

All NBOD will be required to pay alumnae dues by June 15th and will be entitled to a

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100% reimbursement at the close of the fiscal year (May 31st) upon meeting the following expectations:

- Attendance at 75% of NBOD meetings in person or virtual
- 100% monthly reporting
- Maintain and return any sorority-issued equipment
- Agree to the following:
  - NBOD Expectations, Responsibilities, and Duties
  - NBOD Code of Ethics Contract
  - Non-Disclosure Agreement