



Sigma Sigma Sigma National Sorority College Panhellenic Specialist (CPHS)

Tri Sigma is seeking alumnae committed to providing the collegiate Director of Panhellenic Relations support and guidance on local Panhellenic operations, decisions, and issues to help our chapters be good campus Panhellenic members.

We are seeking 1 volunteer for this role.

Qualifications:

- Undergraduate degree obtained
- Membership in Tri Sigma
- Prior experience in a Panhellenic role (as a volunteer, collegiate, or alumna), or in a chapter advising role, or as a campus professional working with sorority chapters.

Expectations:

- Respond within 24-48 hours when time-sensitive Panhellenic issues come to your attention from the Director of Panhellenic Relations of the chapters in your assigned region or from the Panhellenic Department (e.g., Chief Panhellenic Officer, Collegiate Panhellenic Manager, NPC Delegate).
- Work with other volunteers and staff to support and advise the collegiate Director of Panhellenic Relations on Panhellenic issues. Note: This will require checking email on a very regular basis; daily if possible.
- Work with the collegiate Director of Panhellenic Relations to guide her in making the best decisions through her College Panhellenic votes.
- Regularly review CPH bylaws and recruitment rules and offer suggestions on edits.
- Regularly review CPH meeting minutes.
- Regularly communicate updates and news to your assigned collegiate Directors of Panhellenic Relations.
- Communicate with collegiate Director of Panhellenic Relations and any chapter members serving as CPH officers, staff, and volunteers on formulating best practices for Panhellenic processes.
- Time commitment ranges from 3-5 hours per week. The highest times of involvement are during the academic year (August-May) and will vary based on the institutions of the chapters assigned to you.
- This role is a part of a **Standing Committee**, formed to do designed work on an ongoing basis. Term ends when volunteer chooses to resign, fails to meet expectations, or if the goals of the committee are determined to no longer meet the organization's needs.