

# Alpha Chi Rho Educational Foundation, Inc.

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## Scholarship Advisor Job Description

The Scholarship Advisor is essential to the development and continuing success of a Chapter. The Advisor provides the Chapter with continuity, helps it attain goals, and acts as a liaison between the Chapter and the College. In Alpha Chi Rho, all Chapters are required to have a Scholarship Advisor to achieve and maintain active status within the national organization.

The Scholarship Advisor plays an important role in assisting students make connections with the faculty and staff of the College or University. During the undergraduate years, a great deal of learning takes place outside of the classroom and it is important for students to have a staff member or faculty member take an interest in them. Students often require guidance and advice when juggling the demands of college life. Since a great deal of learning takes place outside of the classroom, it is important for the Advisor to become involved in the extracurricular life of the student. The successful Advisor has an understanding of the broad parameters of his/her job, as well as a clear perception of the expectations, which are held for him/her. The Scholarship Advisor is crucial in determining the Chapter's overall quality, guiding the Chapter as an organization and counseling individual Chapter members.

### Alpha Chi Rho Mission Statement:

"Alpha Chi Rho is a National, men's collegiate fraternity whose purpose is to enhance the life long intellectual, moral, and social development of our members through guidance of our Landmarks."

### Landmarks and Principles

- Membership from among those who are prepared to realize, in word and deed, the brotherhood of all men.
- The insistence on a high and clean moral standard.
- The paramount duty of brotherly love among members.
- Judgment not by externals, but by intrinsic worth; no one is denied membership in Alpha Chi Rho because of race, creed, or nationality.

The primary responsibilities of the Scholarship Advisor involve advice and guidance in the following areas in accordance with Alpha Chi Rho's mission statement and Landmarks:

#### Scholastic

- Provide assistance and means for students to meet their educational needs.
- Counsel the scholarship chairperson and/or committee in developing and executing a scholarship program. A program of scholastic excellence should include a design of awards and incentives, thus helping to establish an appropriate Chapter environment for scholastics.

#### Compliance

- Assist the Executive Board by helping the Chapter meet and maintain active status requirements.
- Maintain accurate and complete list of members.
- Monitor adherence to college, state, and national laws, policies and procedures.
- Read and understand all of the local college's policies and procedures referring to Greek organizations.

### New Members

- Develop a working rapport with all new members.
- Monitor the new member education and pre-initiation programs to ensure no form of hazing occurs.
- Meet with new members to explain to them information relevant to the Chapter, and to answer any questions.

### Internal/ External Communication

- Have contact with the chapter on a regular basis.
- Maintain contact with the National Office of Alpha Chi Rho and any national representatives who visit the campus.
- Send a report to National Headquarters on a semester basis.

Alpha Chi Rho understands that being a Scholarship Advisor to an undergraduate fraternity takes time, patience, devotion, and resources. Therefore, Alpha Chi Rho is offering a stipend in the amount of \$250 for the Scholarship Advisor per semester with a maximum of two semesters per year. Each stipend will be sent after National Headquarters receives the Scholarship Advisor's final report for each semester.

Alpha Chi Rho also understands that it can sometimes be difficult for undergraduates to obtain an Scholarship Advisor and is offering an incentive to the undergraduate Chapters that have Scholarship Advisors that turn in written reports. The undergraduate Chapter will receive a \$250 stipend to be used for books, technology or other educational materials each semester that the Scholarship Advisor receives a \$250 stipend.