



Department of Chapter Services Touchstone Specialist

Touchstone Specialists will work directly with chapter members and advisors to collectively support their plan to ensure chapter health and operational stability. Additionally, the team will be responsible for assisting in resource development and program implementation.

We are seeking multiple volunteers for this position.

Qualifications:

- Undergraduate degree attained
- Experience on a chapter advisor team or specifically, Accreditation and Awards Advisor, preferred
- Knowledge of Chapter Portal and previous Tri Sigma accreditation program is recommended

Expectations:

- Participate in initial training with Chapter Services staff member on the Touchstone report in Chapter Portal, current accreditation standards and measurement, and position expectations.
- Meet with chapter leadership to review benchmarks and take notes on progress, action items, and questions. Prepare and send a report of the meeting to the chapter and the chapter services team.
- Partner with the chapter services team to develop resources to assist chapters complete benchmarks.
- Respond promptly to questions from staff members, students, and volunteers.
- Time Commitment: Estimated 10 hours per month
- This role is a part of a **Standing Team**, 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.