

EMPLOYMENT OPPORTUNITY

POSITION

Operations Coordinator

DEPARTMENT

WPN Housing

COMPANY

Sigma Tau Gamma Fraternity, Inc.

OUR VISION

Building Noble Generations of Men.

A Sig Tau knows that life *is* about growing to your own personal best, growing to greatness. He doesn't just happen upon us; he is chosen from among our friends to be called our Brother. He is then shown the deeper meaning behind our outward principles – principles which give our men every advantage to make each day count, the knowledge to strive for one's personal goals, and the will to be courageous. What a Sig Tau believes, shapes who he is and informs his every action.

A fraternal experience committed to building a generation founded upon nobility remains the principal benefit of membership in Sigma Tau Gamma and the one definitive element that differentiates us from other fraternal organizations on campus.

By the very definition of the word *noble*, those not affiliated with Sigma Tau Gamma will know that we provide values-based leadership development opportunities to our members. With the vision as a backdrop, we have developed a purpose statement, which will focus our efforts.

OUR PURPOSE

To be a Fraternity of Courageous and Noble Gentlemen Who Always Endeavor Forward.

Having courage is the most important thing any man can do, it is a foundation because without courage you cannot practice any of the principles or strive to be a high-performing noble gentlemen.

It is our duty to provide a spontaneous and joyous welcome to each and every man who wants to call himself a Sig Tau. By creating that kind of environment, we will foster the best within each and every member, thereby giving them a path to pursue wisdom all through life. It is that commitment to better oneself that will give them the will to endeavor forward – always.

We cannot reach our vision or exemplify our purpose if the products and services we offer are not **relevant** to our members, **replicable** across chapters and time, and **recognizable** as ours so as to be

discernable from our competition. These 'Three R's' will become the litmus test against which we will allocate resources in the months and years to come.

YOUR ROLE IN OUR VISION AND PURPOSE

The Operations Coordinator position is a full-time position responsible for several functions within Sigma Tau Gamma Headquarters, which include assisting the Fraternity, Foundation, WPN Housing Company.

The Operations Coordinator reports directly to the Director of WPN Housing. As a Coordinator, you will focus primarily on answering phones, processing Sig Tau Marketplace orders, inventory management, and general operations.

As a non-profit organization, we have prioritized that successful HQ operations need to be achieved by the Headquarters Staff to reach our full potential, making this position essential to achieving the Fraternity's 2020 Strategic Plan and each of the operational initiatives.

SPECIFIC RESPONSIBILITIES

- Serve as primary contact for USPS, FedEx and UPS deliveries and shipping on daily basis.
- Sort, open, date stamp and deliver mail on daily basis.
- Support staff needs on shipping and receiving.
- Process Sig Tau Marketplace merchandise orders, including internal accounting, billing, A/R collection, and shipping.
- Conduct monthly inventory of Sig Tau Marketplace merchandise.
- Maintain appropriate levels of Sig Tau Marketplace merchandise for operational needs.
- Inventory and shop monthly for supply order for the office.
- Support CEO, Leadership Team, and HQ Staff as requested.
- Responsible for general organization and upkeep of the office public areas, Social Hub, and board rooms.
- Serve as primary staff member answering the telephone.
- Maintain the Fraternity's reputation for integrity, responsibility, caring and prudent management of member information.
- Provides ideas, opinions, or information in an articulate, professional manner.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

SUPERVISOR

Director/Associate Director of WPN Housing

QUALIFICATIONS

- Member of Sigma Tau Gamma Fraternity or other fraternity/sorority and basic knowledge of the Fraternity preferred.
- Computer literacy and proficiency with Microsoft Office software suite.
- Must possess excellent analytical, organizational and communication skills.
- Initiative and independence in carrying out responsibilities.
- Ability to prioritize and manage multiple tasks and a variety of demands.

- Strong self-motivation and the ability to work as a team member.
- Commitment to maintain confidentiality and a high degree of accuracy in constituent records.
- Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information.
- Must be able to work in an environment of constant demands and frequent interruptions.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive work environment, the spirit of cooperation and positive reactions to change.
- Aptitude for learning about the housing and Greek industry, our principles and practices and ability to maintain a professional, polished demeanor.
- Must be able and willing to lift and carry items 35-50 lbs.
- Creativity, curiosity, sense of humor, high energy level and enthusiasm.

LOCATION

Indianapolis, Indiana

DESIRED START DATE

June 2018

EMPLOYMENT STATUS

Full Time, Exempt Employee; Salary

COMPENSATION AND BENEFITS PACKAGE

Sigma Tau Gamma is a small, non-profit business with a large reaching impact. Our select staff of over 20 men and woman immediately allows you to join and have an instant impact on an organizational membership of over 61,000. From day one, you become a valued and essential member of our team.

Additionally, you will receive:

- Competitive Nonprofit Salary
- Meal and Mileage Reimbursement
- Health, Dental, and Life Coverage (at no cost to the employee)
- Vision, Optional Additional Life, Disability, Legal Coverage Options
- Moving/Relocation Expenses
- Gym Membership
- Paid Holidays, vacation days, and sick time
- Cell Phone Nonprofit Rates
- Personally Retain Accumulated Airline and Hotel Travel Points
- Ability to Participate in 401K with a Company Match
- Personal and Professional Development Growth Opportunities

NON-DISCRIMINATION POLICY

The Sigma Tau Gamma Fraternity, Foundation, and the WPN National Housing Company are an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.