

## EMPLOYMENT OPPORTUNITY

**POSITION**

**Administrative Assistant**

**DEPARTMENT**

Executive

**COMPANY**

Sigma Tau Gamma Fraternity, Inc.

**YOUR ROLE IN OUR VISION AND PURPOSE**

The Administrative Assistant position is a part-time position responsible for several functions within Sigma Tau Gamma Headquarters, which include assisting the Sigma Tau Gamma Fraternity, Sigma Tau Gamma Foundation, and WPN National Housing Company. You will focus primarily on administrative support of the companies including: serving as the first point of contact for all members and guests visiting or contacting the Fraternity Headquarters, assisting the Sigma Tau Gamma Foundation, and the Sig Tau Marketplace with daily operations.

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

**SPECIFIC RESPONSIBILITIES**

- Serve as the primary staff member answering the telephone.
- Serve as primary contact for USPS, FedEx and UPS deliveries and shipping.
- Sort, open, date stamp and deliver mail on daily basis.
- Support staff needs for shipping and receiving.
- Support other duties as assigned by the Leadership Team.
- Responsible for management of the Fraternity's general email inbox and voicemail system.
- Serve as the first point of contact for all guests and visitors of Fraternity Headquarters.
- Assist the Director of Foundation Operations with gift acceptance, donor solicitation mailings, donor recognition, and donor communication.
- Process Sig Tau Marketplace merchandise orders for shipping.
- Maintain the Fraternity's reputation for integrity, responsibility, caring and prudent management of member information.
- Provide ideas, opinions, or information in an articulate, professional manner.
- Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

None

**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 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 excel in a continuously evolving work environment. Demonstrate 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**

Immediate

**EMPLOYMENT STATUS**

Part time, non-exempt employee; Hourly  
25 hours/week

**COMPENSATION AND BENEFITS PACKAGE**

Sigma Tau Gamma is a small, non-profit business with a large reaching impact. Our professional staff immediately allows you to join and have an instant impact on an organizational membership of over 63,000 living members. From day one, you become a valued and essential member of our team.

Additionally, you will receive:

- Competitive non-profit compensation
- Meal and mileage reimbursement
- Cell phone non-profit rates
- Personally retain accumulated airline and hotel travel points
- 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.