



## THE DELTA CHI FRATERNITY INTERNATIONAL HEADQUARTERS

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### Administrative Assistant, Fraternity Administration

**Position:** Administrative Assistant

**Status:** Full-time position

**Reports to:** Associate Executive Director

**Location:** Indianapolis, Indiana

**Travel:** None

**Starting Date:** October 2019

Guided by the Fraternity's four core values, Friendship, Character, Justice, and Education, Delta Chi strives to ensure that our members have a meaningful fraternity experience that positively contributes to both their lives and the lives of others.

Regardless of title, every position at the Delta Chi International Headquarters serves our members and their chapters/colonies. From the Leadership Consultants to the Executive Director & CEO, we cultivate success through engagement and as professionals who care about our member experience.

#### Position Summary:

The Administrative Assistant will play a critical role in supporting the team and fast-paced daily operations of Delta Chi. You will have the opportunity to positively impact the undergraduate men and the alumni experience. As a team member, you will represent Delta Chi in building vendor relationships that support the member experience and create an excellent working environment for the team.

As an owner of wide-ranging processes, you will be able to display your creativity in problem solving and attention to detail daily. Your efforts will support our membership, our staff and the functionality of the office building. In addition, you will be a key team member in assisting with special projects assigned by the executive team.

#### Position Responsibilities:

- Provide a high level of customer service to all members, parents and guests by phone and in-person
- First contact for all vendor relationships that support the functionality of the office building (Phone, Internet, Cleaning, Public Services, Mail & Packages, Alarm and Supplies)
- Oversee the IHQ email account and general phone inquiries
- Greet visitors and connect them with the appropriate staff member
- Facilitate tours of the headquarters
- Assist with order fulfillment
- Support the Fraternity awards program
- Assist with member database for individual member records and Strategic Initiative reporting
- Assist with event planning, logistics and travel arrangements as needed
- Special projects and other duties assigned by the COO & CEO

**Minimum Qualifications:**

- Bachelor's Degree
- Two years of relevant work experience managing processes in a fast-paced office environment
- Experience managing vendor relationships
- Proficiency with Microsoft Office Suite and Google Suite
- Willing to work occasional evening and weekend functions as necessary.

**Knowledge, Skills, and Abilities:**

- Exceptional written and oral communication, organizational and task management skills,
- Attention to detail and customer service orientation are fundamental to this role
- Must be able to analyze information, problem solve, and organize responses quickly
- Effectively schedule the work of vendors
- Ability to work independently and as a team
- Strong individual motivation and time management to meet required deadlines

**Preferred Qualifications:**

- Background and knowledge of fraternity/sorority operations
- Experience with OmegaFi and/or Compass database

**To Apply:**

Please submit a resume, two professional references, and a cover letter articulating your interest. Include your salary expectations in your cover letter. Applications will be accepted until the position is filled. Applications can be submitted electronically. Anticipated start date: October 2019 or sooner. Please note that the position will be based at the Delta Chi International Headquarters in Indianapolis, Indiana.

**All material must be sent to:**

Aaron Wilson MBA  
Associate Executive Director & COO  
HR@deltachi.org