



# Chi Phi Fraternity

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Building Better Men  
Founded December 24, 1824

## Administrative Assistant

Chi Phi, founded in 1824 at Princeton University, is the oldest social fraternity in the United States. Chi Phi currently has 46 Chapters and 2 active Colonies, with plans to expand to at least seven more campuses in the upcoming years. The Chi Phi National Office is a dynamic team environment with opportunities to grow and develop in all areas of fraternity operations.

The part-time Administrative Assistant will ensure the efficient day-to-day operation of the office, and supports work of the staff and mission of the Fraternity. Those who hold this position must be able to use independent judgment and discretion when addressing issues and providing resources for our Chapters, Colonies, and Alumni.

This is a part-time hourly position with a maximum of 25 hours a week and no benefits. The Administrative Assistant reports to the Executive Director.

### Qualifications

The successful candidate will possess all or most of the following qualifications:

#### Experience

- 1-3 years of experience in an office setting
- Ability to work out of our office in Suwanee, GA

#### Education

- High School Diploma or GED, required
- Post-secondary education is preferred

#### Knowledge, skills, and abilities

- Exemplify excellent communication skills (both written and oral)
- Ability to use independent judgment and demonstrates decision making abilities
- Work well in a dynamic team environment
- Strong computer skills (Microsoft PowerPoint, Word, Excel, etc.)
- Experience working with CRM software strongly preferred
- Ability to maintain confidential donor and member information
- Excellent customer service skills
- Knowledge of Fraternities and Sororities is encouraged, but not required

### Primary Duties and Responsibilities

The successful candidate will perform a wide range of duties including some or all of the following:

#### Reception

- Answer general phone inquiries using a professional and courteous manner
- Direct phone inquiries to the appropriate staff members
- Reply to general information requests with the accurate information

- Greet members and visitors to the office in a professional and friendly manner

#### Office Administration

- Provide administrative/clerical support for various roles within the Fraternity and perform special project work as needed
- Develop positive relationships and act as a liaison for vendors and partners of the Fraternity when needed
- Purchase, receive, and store the office supplies ensuring that basic supplies are always available
- Make travel, meeting, and other arrangements for staff when needed
- Coordinate the maintenance of office equipment
- Send, receive, and sort mail and parcels; record incoming funds in check register

#### Fraternity Support

- Prepare meeting materials and marketing resources for the Fraternity
- Review and take action on reports submitted by Members
- Update and ensure the accuracy of the fraternity's membership database
- Fulfillment of orders through the Fraternity's online store
- Ensure the timely distribution of material to relevant constituents

**For questions or to apply, please send resume, cover letter, and contact information for three references to [chiphi@chiphi.org](mailto:chiphi@chiphi.org)**