



ENGINEERS | ARCHITECTS | SCIENTISTS

"In order to have a better world, we must first have a world of better men."
- Herb Scobie minn32

Position Description Administrative Assistant

Location: Plainfield, Indiana

Reports to: Director of Operations

Primary Responsibilities:

- Answer the telephones.
- Respond to E-mail inquiries, telephone inquiries from chapters, alumni, businesses, etc.
- Open and process the mail.
- Record all checks.
- Database updates (address updates, job updates, chapter officer updates, membership roster updates, pledge and initiation information, chapter eternal).
- Send out mailings.
- Process UPS shipments.
- Process pledge requests (mail member manuals, enter pledge information in database, record pledge numbers in spreadsheets).
- File member records, chapter paperwork, chapter eternal, termination paperwork, initiation paperwork and miscellaneous paperwork.
- Process initiation requests (process paperwork and member records, mail pins, badges, congratulatory cards and membership cards, order and mail shingles).
- Process Chapter Eternal (update database, update news for Triangle Review, pull member records, type letters, file member records in Chapter Eternal files).
- Keep track of alumni news and Chapter Eternal information for Triangle Review.
- Record all chapter forms in spreadsheet that are sent in during the school year for CPA awards at the end of the year.
- Record chapter personnel activity throughout the year in spreadsheets and personnel binder and do final personnel report at the end of the year.
- Track council ballots during council elections and do final report.
- Keep serial number book up-to-date.
- Clean out chapter files after spring term ends and get ready for new school year.
- Other duties as may be needed by the Director of Operations or others.

Qualifications:

- Familiarity with Microsoft Office products essential.
- Familiarity with Salesforce customer relationship management is helpful.
- Ability to work well in a small staff environment.
- Skill in multi-tasking and effectively managing time and projects.

Education Requirements: High School Diploma expected; Any other formal education is appreciated.

Compensation: Part-time position (less than 30 hours weekly) with hourly pay based on experience and training.

Start Date: July 1, 2017.

Application Process: Resumes will be accepted until the position is filled. To apply, send a cover letter, resume, and list of three professional references to:

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