

Phi Mu Delta Fraternity & Theta Tau Professional Engineering Fraternity
Administrative Assistant Position Description
Updated July 25, 2022

About the Position:

The administrative assistant (AA) will be a joint staffer who splits their time between Phi Mu Delta and Theta Tau. The AA will perform administrative functions for the two organizations pursuant to this position description and to direction from the Executive Directors of the two organizations. This will be a remote position. Employee will be expected to be available to answer calls between the hours of 9am and 5pm, Monday through Friday.

For Phi Mu Delta: The AA will join a team of four remote staff members in overseeing the day-to-day operations of the Phi Mu Delta Fraternity and Educational Foundation. Phi Mu Delta was founded on March 1, 1918 at the Universities of Connecticut, New Hampshire and Vermont. Currently, 14 Chapters are found in the Northeast with over 300 active members and over 20,000 alumni.

For Theta Tau: The AA will join a four-person Central Office (headquarters) staff in overseeing the day-to-day operations of the Theta Tau Professional Engineering Fraternity. Theta Tau, founded in 1904, is the nation's largest Fraternity for professional engineers, with more than 80 active chapters, and more than 5,000 student members, and more than 50,000 total initiates.

Responsibilities:

For Phi Mu Delta:

- Order official fraternity membership materials through official vendors– verify that the prerequisite paperwork and fees have been filed and paid prior to approving;
- Answer and route incoming calls, emails and occasionally postal mail that will be forwarded from our mail house;
- Become adept at using Phi Mu Delta's Membership Management Platform provided by GreekTrack.
- Become conversant in the basic operations and nomenclature of the Fraternity such that the successful candidate will be able to answer the most common questions and requests made by our members when they call the office;
- Assist with accounts payable;
- Process gifts and gift receipts to the Phi Mu Delta Educational Foundation.

- Monitors delinquent pledges by producing delinquent pledge report; alerts Executive Director to donors who fail to respond to pledge reminders after third pledge reminder sent.
- Makes adjustments to pledge records as required.
- Produces and mails end-of-year gift reports for donors.
- Maintains accurate mailing lists and processing of publications for event mailings.
- Adds, deletes and corrects names and addresses from mailing lists as necessary daily.
- Enters note or contact on donor "Comments Screen" as requested.
- Identifies and researches donor prospects.
- Coordinates mailings with Foundation Staff.
- Process requests and reports - verify completeness and timeliness;
- Other projects as assigned.

For Theta Tau:

- Order official fraternity jewelry – verify that the prerequisite paperwork and fees have been filed and paid prior to approving;
- Answer and route incoming calls, emails and occasionally postal mail that will be forwarded from our mail house;
- Become conversant in the basic operations and nomenclature of the Fraternity such that the successful candidate will be able to answer the most common questions and requests made by our members when they call the office;
- Assist with accounts payable;
- Process requests and reports - verify completeness and timeliness;
- Send thank you notes and other correspondence on behalf of the Central Office
- Other projects as assigned.

Required Skills:

- Professional communications skills, including written and verbal
- Proficiency with Microsoft Office Suite and Google Office Suite
- Ability to multitask
- Ability to learn quickly
- Willingness to submit to a criminal background check (presence of past offenses will not automatically disqualify a candidate)

Compensation and Equipment:

The position will pay \$36,500 per year. Performance and compensation will be reviewed annually.

Other benefits include healthcare (employer pays a portion), a 401k match and two weeks paid vacation.

The AA will be provided with a laptop computer and such office equipment as may be required to successfully complete their work.

Application Instructions

Interested candidates should email a resume and cover letter to central.office@thetatau.org with “Joint AA” in the subject line.