



Staff Position Description:
Administrative Coordinator

Inherent in each staff position within Alpha Xi Delta Fraternity is an obligation to commit to the Fraternity's vision: Inspiring women to realize their potential. Further, each position includes a responsibility to promote and carry out the Fraternity's mission: To enrich the life of every Alpha Xi Delta.

RESPONSIBLE TO:

Director of Events and Administration

**DEPARTMENT AND
CLASSIFICATION:**

The Administrative Coordinator is a member of the Events and Administration Department.

This position is classified as non-exempt and is a full-time position based at Fraternity Headquarters in Indianapolis, Indiana.

**PURPOSES AND
BASIC FUNCTIONS:**

The Administrative Coordinator position requires a detail oriented, organized, team player as the Events and Administration department serves as the administrative support team for all other departments within the Fraternity. Candidates should possess excellent verbal and written communication skills, as well as attention to detail and good organizational skills. The ideal candidate will excel in customer service and be open to assisting with building organizational processes and present a positive, enthusiastic attitude.

Main job purposes will include managing the phone and mail systems at Fraternity Headquarters, assisting with database management and upkeep, administering office and supply processes, providing clerical support, and serving as the coordinator of administrative tasks and office functions for all other departments.

**INTERNAL
RELATIONSHIPS:**

Fosters a sense of team spirit and cooperation among all Fraternity personnel, both staff and volunteer. Every Alpha Xi Delta staff member is integral in fulfilling the Fraternity's vision and mission. Although a position may require collaboration more with one staff member than with another, all staff members work cooperatively and respectfully with each other.

**EXTERNAL
RELATIONSHIPS:**

Represents Alpha Xi Delta courteously and professionally to all who come in contact with Fraternity Headquarters.

Works with outside vendors as directed to manage service on office equipment and processes and to keep inventory of office supplies.

DUTIES AND RESPONSIBILITIES**Phone, Mail and Other Communications Systems**

- Receives all visitors at Fraternity Headquarters office building.
- Manages phone system at Fraternity Headquarters and answers phone calls to Alpha Xi Delta Fraternity, the National Housing Corporation and the Alpha Xi Delta Foundation, transferring calls to staff members both internally and telecommuters or to volunteers when appropriate.
- Processes, prepares and executes all incoming and outgoing mail and shipping for the Fraternity through corporate UPS account and USPS mail meter service.
- Manages general email inbox for the Fraternity and distributes incoming messages to appropriate staff members and volunteers.

Office and Supplies

- Maintains inventory and supplies at Fraternity Headquarters office building and manages organization of all components of storage, orders and distribution.
- Regularly researches pricing from various vendors for supplies and building related items.
- Assists with communication between staff and office vendors.

Database Management

- Executes change requests for things such as address changes, Chapter Eternal, volunteer listings etc. in the Compass database regularly.
- Maintains documents that support reporting and member information by scanning in pertinent documents and uploading them to the Compass database.
- Assists with other database management as needed by other departments.

Events

- Provides administrative support for event logistics, event registration and other event specific duties.

Administrative Support

- Produces correspondence for various departments as necessary and requested.
- Manages multiple work queues and processes at Fraternity Headquarters.
- Performs general clerical tasks including copying, scanning and filing.
- Maintains record of archival items and jewelry that is returned to Fraternity Headquarters.
- Maintains BetXi Bear's social calendar and requirements.
- Assists with tracking of chapter reporting
- Serves as primary staff liaison in membership status process
- Completes other duties as assigned by the Director of Events and Administration