

Announcing an exciting career opportunity available with Chi Omega Fraternity!

INFORMATION SYSTEMS ADMINISTRATOR

The Information Systems Administrator works to maintain accurate and timely member information in our database. This position is a part of the Information Systems team and reports directly to the Director of Information Systems.

The Information Systems Administrator is responsible for the following:

- Updating and maintaining Chi Omega's member database and all connecting systems.
- Retrieving data at the request of staff members and Chi Omega volunteers on time and with superior quality. Requests clarification when needed.
- Developing creative solutions to meet the data needs of staff members and Chi Omega volunteers.
- Assisting in training of employees on data systems.
- Serving as the first and primary contact for all technology inquiries into Chi Omega Executive Headquarters.
- Processing all badge/guard and certificates orders. Initiates contact for clarification of orders.
- Completing quality control analysis on database and other systems.
- Responding to and resolving help desk requests as needed. Assists employees in end-user issues with database and other systems.
- Assisting external customers with website and database connected systems.
- Completing list requests for external customers while following Chi Omega release of information guidelines.
- Initiating contact with chapters and Chapter Services Staff as applicable.
- Providing superior customer service to all internal and external customers.
- Completes training as applicable to position.
- Contacting appropriate vendors for network or database issues.
- Special projects and other duties as assigned by Director of Information Systems.

Required Skills:

- Exceptional attention to detail.
- Accurate typing and data entry.
- Experience entering accurate data into a database and pulling reports from a database.
- Excellent verbal and written communication skills.
- Knowledge of standard computer software packages such as Microsoft Word and Excel as well as Crystal Reports.
- Ability to work well in small groups and on teams.
- High school diploma or higher education.
- Membership in Chi Omega preferred but not required.

The Information Systems Administrator may be required to travel to support Chi Omega's national Convention, other national meetings, database user's group meetings, and vendor meetings. Travel will be limited and scheduled in advance.

This full-time position is located at the Chi Omega Executive Headquarters in Memphis, Tennessee. This position is non-exempt; salary will be commensurate with experience and qualifications. Chi Omega offers a competitive benefits package. Applications for this position will be accepted immediately.

Founded in 1895 at the University of Arkansas, Chi Omega is the largest women's fraternal organization with over 300,000 initiates from over 179 collegiate chapters. Chi Omega is an intergenerational women's organization forever committed to our founding purposes: friendship, personal integrity, service to others, academic excellence and intellectual pursuits, community and campus involvement, and personal and career development. Our web site is www.chiomega.com.

Qualified and interested applicants should send a resume' and cover letter, including salary requirements, and references to:

Melissa Ford
Director of Information Systems
Chi Omega Fraternity
Email: mford@chiomega.com