

Announcing an exciting career opportunity available with Chi Omega Fraternity!

Information Systems Administrator

The Information Systems Administrator supports Chi Omega by maintaining accurate and timely member information in our database while providing excellent customer service on technology related topics. This position is a part of the Information Systems team and reports directly to the Director of Information Systems. This role is responsible for the following:

Customer Service:

- Provides outstanding customer service while assisting both internal and external customers with website and database connected systems.
- Serves as the first point of contact for technology inquiries into Chi Omega Executive Headquarters.
- Assists in training of employees on data systems including creation of training documents.

Data Management:

- Organizes and processes all membership transactions and member badge/guard and certificates orders in a timely and efficient manner. Initiates contact with chapters for clarification of orders.
- Updates and maintains Chi Omega's member database and all connecting systems as directed.
- Retrieves information from the Chi Omega database at the request of staff members and Chi Omega volunteers on time and with superior quality. Requests clarification when needed.
- Completes quality control analysis on database and other systems and contacts appropriate vendors for network or database issues when necessary.
- Completes ongoing training as applicable to position.
- Special projects and other duties as assigned by Director of Information Systems.

Required Skills:

- Exceptional attention to detail.
- Excellent verbal and written communication skills.
- Experience entering accurate data into and retrieving information from a database.
- Experience with iMIS or other SQL database preferred but not required.
- Knowledge of standard computer software packages such as Microsoft Word, Excel, PowerPoint and Adobe.
- Experience with HTML preferred but not required.
- 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 355,000 initiates from over 180 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 website is 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