



## DELTA PHI EPSILON

*esse quam videri*

### POSITION DESCRIPTION

**Title:** Intern  
**Department:** Administration  
**Reports to:** Director of Administrative Services

**Status:** Part Time (12 – 16 hours)

#### PRIMARY FUNCTION:

Provide regular clerical and administrative support. Prepares correspondence, answers telephones, maintains electronic and hard copy files and completes inventory updates.

#### KEY ROLES (Essential Job Responsibilities):

1. Performs regular secretarial duties, preparing correspondence and reports as requested by supervisor and composes draft letters following established formats. Proofreads all materials for accuracy prior to supervisory review and signature.
2. Answers telephones, providing general information, referring callers to other staff or taking messages as necessary.
3. Maintains electronic and hard copy filing systems, making sure they are accurate and timely and facilitate easy retrieval of information.
4. Packages and ships all orders for the online store.
5. May serve as receptionist, greeting all members and visitors and providing tours of the Headquarters.
6. Perform other related secretarial or administrative duties as requested.

#### RELATIONSHIPS:

**Internal:** Maintains close, contact with staff (professional and volunteer) and supervisor to receive/provide information, discuss issues, and explain guidelines / instructions; Instruct; and advise/counsel.

**External:** Maintains contact with members, families and the general public to give and obtain information, either in response to inquiries or as instructed by supervisor.

#### SKILLS/KNOWLEDGE REQUIRED:

- High school diploma or equivalent
- Good written and verbal communication skills
- Good organization and attention to detail
- Strong customer relations skills
- Able to maintain strict confidentiality



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### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Must be able to lift up to 20lbs.

### DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Director of Administrative Services Date