



DELTA SIGMA THETA SORORITY, INCORPORATED

A Service Sorority Founded in 1913

1707 New Hampshire Avenue N.W., Washington, DC 20009 | (202) 986-2400 | Telefax (202) 986-2513

VACANCY ANNOUNCEMENT

TITLE: Internal Policies Specialist

OPENING DATE: July 24, 2019

DEPARTMENT: Membership

CLOSING DATE: Open Until Filled

WORKSITE: HQ Offices

FLSA CLASSIFICATION: Exempt

SALARY: Commensurate with experience

POSITION PURPOSE AND SUMMARY

The Membership Internal Policies Specialist carries out a variety of duties in support of policy, procedural and constitutional adherence -- researching, gathering and analyzing data; making first-level recommendations for action and follow-up; and drafting reports and informational materials in internal management (policy and procedural area), including reports for presentation.

The Specialist must monitor adherence to established policies and procedures in an objective manner; quickly obtain a thorough knowledge of the mission and internal operations of the organization; apply investigative and evaluative techniques in assessing, developing and carrying out her duties and responsibilities; and provide regular feedback and assessment.

DUTIES AND RESPONSIBILITIES:

1. Reviews referrals for adherence to the Disciplinary Action process for members and chapters (probation, suspension and expulsion) and the Code of Conduct administered by the Scholarship and Standards (S&S) Committee. Maintains records, prepares reports and distributes in accordance with policy.
2. Receives and processes allegations/reports of hazing, etc. regarding Membership Intake and other violations in accordance with policy and transmits notification to the appropriate officer.
3. Assists in ensuring adherence to the Appeals process, which is administered by the Scholarship and Standards Committee, and maintains records of same in compliance with policy.
4. Updates the Disciplinary Action Report on the official website by adding/removing individuals and chapters sanctioned.

5. Assists in the proofreading and editing of training tools revised or formulated by National Committees and Taskforces and responds to inquiries pertaining to same.
6. Supports National Committees and Taskforces providing technical support as required.
7. Provides support with workshops and other training on the national and regional levels. Also provides on-site assistance to respective committees and taskforces.
8. Performs other duties of the Membership Department in preparation for National Conventions and Regional Conferences internally and on site.
9. Acts as backup to the Internal Policies Analyst regarding customer service in responding to inquiries from chapters and members related to disciplinary actions.
10. Verifies and processes disciplinary actions and fines.
11. Sends disciplinary action related notifications to members and other parties as specified to include chapter presidents, advisors and university officials.
12. Performs other duties assigned.

REQUIRED QUALIFICATIONS

1. Member of Delta Sigma Theta Sorority, Inc. and knowledgeable of Delta Sigma Theta's policies, standards and procedures.
2. Bachelor's Degree in Business Administration, Liberal Arts or other related discipline.
3. Minimum of two years professional experience.
4. Skilled in using office equipment and procedures. Competency in using Microsoft Word, Excel, Outlook and Adobe is required.
5. Excellent organizational skills and the ability to handle numerous duties and changing of priorities.
6. Detail-oriented; able to work independently with general supervision.
7. Demonstrated initiative; able to work under tight time-sensitive schedules; and must be flexible in carrying out the varied assignments;
8. Skills in planning, organizing, communicating (orally and verbally), implementing and administering policies;
9. Able to quickly acquire knowledge of departmental program structure (mission, goals, and objectives) and departmental and organizational policies and procedures.

10. Must be able to work effectively with sorority leadership, team members, co-workers, and members of the organization.
11. Must be able to work irregular hours, e.g., weekends, after normal business hours as needed.
12. Must be able to travel to National Conventions, Regional Conferences and Committee meetings.

WORK ENVIRONMENT

The position functions in a professional office environment. Due to the size and scope of the Department, Incumbent must be flexible and responsive to changing demands especially during periods of convention, conference planning and Committee meetings.

Lifting of boxes up to 35 pounds may be required. Extended walking and standing during convention events are also conditions of the position.

Travel up to 25% is required.

This position is located at the National Headquarters of Delta Sigma Theta Sorority, Inc., 1707 New Hampshire Avenue, N.W. Washington, DC

Before applying, please visit our website at deltasigmatheta.org to familiarize yourself with who we are and our mission.

To apply for this position, submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement, along with a cover letter that states specifically your salary requirements. Also, please indicate the title of the position.

Submissions that do not include all of the requested information will not be considered.

Mail to: Delta Sigma Theta Sorority, Inc.

1707 New Hampshire Avenue N.W. Washington, DC 20009

Attn: HR Manager

Or email to: hrmanager@deltasigmatheta.org