

# PI SIGMA ALPHA, THE NATIONAL POLITICAL SCIENCE HONOR SOCIETY

## POSITION ANNOUNCEMENT

POSITION TITLE: National Office Administrator

SALARY RANGE: \$70,000 - \$75,000, dependent on experience, plus a benefits package

REQUIRED EDUCATION: Bachelor's Degree or equivalent experience

### POSITION SUMMARY

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Pi Sigma Alpha, the political science honors society, seeks a candidate to fill the role of National Office Administrator. The National Office Administrator will provide organizational, administrative, and operational support to the Executive Director and Pi Sigma Alpha members and chapters in several areas including: membership and order processing, member and chapter communications, grant processing and management, conference support, and general office administration. This role operates with a high degree of autonomy and is responsible for managing day-to-day national office operations in coordination with the Executive Director. Pi Sigma Alpha is seeking an energetic team player with initiative, a strong work ethic, and the ability to easily communicate and collaborate with political science faculty and students from a wide array of academic institutions. A central goal of Pi Sigma Alpha is to increase engagement with and support for a diverse collection of members from a variety of backgrounds and institution types, and to create an overall environment of inclusivity. Thus, strong candidates will have experience working with diverse populations and will provide evidence of being committed to furthering a climate of inclusivity and collaboration. The position is hybrid, with some work based in Washington, DC (usually one-day per week, but sometimes more). However, there is the possibility this could be a fully remote position for the right candidate. Occasional travel (once or twice per year, including over weekends) is required for events.

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### STATUS

Full-time, non-exempt

### REPORTING RELATIONSHIP

Reports to the Executive Director

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

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- Process membership and merchandise orders: collect and verify payments, update membership database, send orders to fulfillment partner, and monitor tracking of shipments.
- Communicate with members and chapters; provide general onboarding support for new advisors, including updating orientation materials.
- Create and process forms related to grants, awards, and other programs; update all related program databases and spreadsheets; draft grant and award letters.
- Maintain calendar of important tax, insurance, and other official submission deadlines, and assist with necessary documentation submissions.
- Monitor and purchase office supplies and equipment.
- Assist with Executive Council and Executive Committee meeting preparation; attend meetings and take minutes; provide general governance support, as needed.
- Co-organize in-person and virtual events, including the annual National Student Research Conference.
- Create outgoing checks for Executive Director; deposit in-coming checks on a weekly basis; create invoices; provide financial information to the bookkeeper, as needed.
- Maintain digital and hard copy filing system.

- Other duties as required by the Executive Director.

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#### **MINIMUM QUALIFICATIONS**

- Excellent organizational skills with high attention to detail, adherence to deadlines, and the ability to manage multiple projects at once.
- Significant experience with administrative responsibilities, including file and database management, processing financial transactions, letter and email drafting, and event logistics.
- Strong communication skills with experience in an external-facing communication role.
- Experience working with diverse populations and a commitment to equity and inclusion.
- Sound judgment and initiative related to independent action and problem-solving.
- Ability to write clearly and concisely.
- Ability to maintain confidentiality while working on sensitive tasks.
- Fluency in Microsoft Office, Adobe, and Google Suite.

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#### **PREFERRED QUALIFICATIONS:**

- Experience working for a nonprofit organization.
- Knowledge of member databases and financial management software (Quickbooks Online).
- Experience processing grant applications and reports.
- Some knowledge of website and social media maintenance.
- Fluency in Canva.
- Familiarity with higher education and the political science discipline.

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#### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment and the ability to sit and to use a computer for significant periods of time.

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#### **ABOUT PI SIGMA ALPHA**

Founded at the University of Texas in 1920, Pi Sigma Alpha's mission is to stimulate scholarship and intellectual interest in political science through a variety of programs for student members and local chapters. A nonpartisan organization, Pi Sigma Alpha is the only honor society for college students of political science and government in the United States. It is open to graduate and upper-level undergraduate students who have met the organization's criteria for academic excellence. To learn more about Pi Sigma Alpha, please visit [pisigmaalpha.org](https://pisigmaalpha.org). Pi Sigma Alpha is an equal opportunity employer and values diversity, equity, and inclusion among its members and staff. Members of underrepresented groups are encouraged to apply.

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#### **HOW TO APPLY**

To be considered, submit a resume and a cover letter indicating how your experience and skills align with the description and the essential skills required of the position to [careers@pisigmaalpha.org](mailto:careers@pisigmaalpha.org). Consideration of applications will begin immediately and continue until the position is filled.