



**Sales and Inductions Specialist (Part-Time Student Position)  
The Gamma Beta Phi Society  
National Headquarters**

**5204 Kingston Pike Suite 31-33. Knoxville, TN 37919**

**Application Deadline: Wednesday, December 6th, 12:00 pm (noon)**

**About The Gamma Beta Phi Society:**

The Gamma Beta Phi Society is a national honor and service organization for college students. Our watchwords are service, scholarship, and character. We aim to broaden our members' academic and philanthropic lives so that they may graduate ready to make a difference in the world. Gamma Beta Phi has chapters at community colleges, liberal arts institutions, and private/public research institutions across America. It regularly inducts thousands of academically successful students each year who share its mission of promoting education and service. The Society's emphasis on post-induction community service distinguishes it from the vast majority of collegiate honor societies and scholastic associations. Furthermore, the one-time national fee of \$60 serves as one of the lowest in the entire nation for collegiate honor societies. Although each chapter spends time focusing on the needs of their local community, the Society continues to leave a long-lasting impact on the nation through our annual/national service project.

In recent years, The Gamma Beta Phi Society has collected thousands of books for St. Jude Children's Hospital, sent six thousand pairs of shoes to the citizens of Iraq, collected thousands of hats for the Heavenly Hats Foundation, sent letters to the service men and woman onboard the USS Kitty Hawk, and bought an Ark for Heifer International. The current national project, The Little Free Libraries, focuses on nation-wide literacy and access by collecting thousands of books and financial resources for neighborhoods that lack public libraries. The Gamma Beta Phi Society is proud of its history of service and academic excellence and we would love to have you help us in our endeavors!

**Sales and Inductions Specialist Position Duties:**

- Serve as a key player within The Gamma Beta Phi Society National Headquarters by providing excellent customer service to the 70,000+ members and alumni from

across the United States; Promotes the Society's core values of scholarship, service, and character

- Utilize excellent customer service skills (listening, communication, probing, solution-focused behavior) to communicate with Society stakeholders (students, college faculty, college staff, and vendors across the United States), answer questions, provide information, and resolve any issues in a timely and professional manner
- Assist with website maintenance and ensure that chapter registration links are working properly
- Assist with the office's marketing and recruitment strategies by viewing documents, letters, e-mails, etc.; Assist with the office's social media efforts (Facebook, Twitter, Instagram) to help us stay connected to members across the United States
- Help process "transfer," "member-at-large," and "alumni" membership online submission forms
- Help coordinate the sales operations of the Society's online merchandise store; Process sales orders and ensure that items are shipped in a timely manner
- Help the office plan and implement the upcoming 2018 National Convention (to be held at the University of Tennessee Conference Center); Play a pivotal role organizing conference logistics, alongside the National Executive Director and the National Headquarters Staff

#### **Preferred Skills:**

- Excellent customer service skills
- Superior communication skills (both written and verbal)
- Strong attention-to-detail
- Must be willing to work both independently and within a team setting
- Must be comfortable resolving problems and handling concerns from stakeholders

#### **Compensation:**

- \$12/Hour

#### **Application Instructions**

- *To apply:* Please send a resume and cover letter to [info@gammabetaphi.org](mailto:info@gammabetaphi.org) by **Wednesday, December 6th at noon**. Interviews will occur immediately, until the position is filled.
- *Anticipated Start Date:* January 2018
- *Requested Hours Per Week:* 15 – 20 Hours/Week

If you have any questions, please contact The Gamma Beta Phi Society National Headquarters at (865) 483-6212 or [info@gammabetaphi.org](mailto:info@gammabetaphi.org).