

Assistant Office Manager (Contract Position)

Position Overview: Alpha Sigma Lambda Honor Society, dedicated to recognizing the academic excellence and leadership of non-traditional adult learners in higher education, is seeking a reliable and detail-oriented Assistant Office Manager to support daily operations, chapter communications, and national initiatives. This contract ensures smooth administrative processes, timely communication, and well-coordinated events.

Key Responsibilities

- Communicate with chapters, advisors, and student members.
- Answer phone calls and emails professionally and promptly.
- Track inventory for the online shop and ship merchandise and recognition items.
- Schedule and attend monthly committee meetings and board meetings.
- Collaborate with the social media consultant on content needs and scheduling.
- Work with the web operations team to update pages and post announcements.
- Maintain organized digital and physical records.
- Assist with annual elections, including communication, tracking, and reporting.
- Prepare scholarship materials and coordinate with reviewers.
- Support board meeting preparation, including agendas, packets, and logistics. Board members meet twice annually.
- Assist in planning exhibit events at conferences, including registration, shipping, and on-site setup no more than three times a year.
- Attend 1 to 2 conferences and 1 in-person board meeting as required, which involves travel. Each event is typically scheduled for 2 to 4 nights.

Education:

- Associate's degree or equivalent preferred

Qualifications

- Experience in office administration, nonprofit operations, or academic organizations preferred.
- Strong written and verbal communication skills.
- Excellent organizational skills and ability to manage multiple tasks.

- Comfortable working independently and collaboratively.
- Proficiency with email platforms, spreadsheets, QuickBooks Online, and basic web tools.
- Ability to travel for conferences and board meetings.

Contract Details

- Hours: Flexible, averaging 15 hours per week, on-site in Charleston, Illinois.
- Compensation: \$16 per hour.
- Contract Term: One-year period with potential for renewal
- Travel: Required for select conferences and board meetings.

About Alpha Sigma Lambda

Alpha Sigma Lambda Honor Society is the premier national honor society for adult learners, recognizing academic excellence, leadership, and commitment to lifelong learning. With over 200 chapters across the United States, we support and celebrate students who balance education with the many responsibilities of adult life. Our national office plays a vital role in serving chapters, advisors, and members with professionalism, accuracy, and care.

We are seeking a dedicated Assistant Office Manager who embodies our values of integrity, service, and academic excellence.

To apply, submit your resume and 2-3 professional references to alphasigmalambda@alsiglam.org. The position will be open until filled, with priority given to applicants who submit their materials before September 15, 2026.