

# **OFFICE OF STUDENT INVOLVEMENT AND LEADERSHIP DEVELOPMENT**

## **GRADUATE INTERN, Greek Life**

The Office of Student Involvement and Leadership Development offers programs and services to enhance the University experience, serving as a resource for students and encouraging them to participate fully in the SCSU community. Our office works with Student Organizations, Fraternity and Sorority Life, Student Leadership Programs, Commuter Students, Special Events, Student Activities and Community Engagement.

### **Position Description**

One of three Graduate Interns in the Office of Student Involvement and Leadership Development, the Graduate Intern for Greek Life assumes responsibility for assisting in the support and development of Greek student leaders and assisting in the oversight of our Greek Life program. The graduate intern will also serve as co-advisor to the Greek Life Council. Some nighttime and weekend work are expected.

Graduate Interns have a significant staff leadership role within the Office of Student Involvement and Leadership Development and on campus. A successful Graduate Intern candidate must have an interest in working one-on-one with students, participating in department and University functions, and will be willing to assume leadership activities within the office. Graduate Interns participate in division initiatives, staff selection and training and assessment.

Primary responsibilities include:

### **Greek Life:**

- Serves as an advisor to the Greek Life Council and other councils as assigned
- Provides administrative support for the oversight of Greek Life including academic and membership data
- Collaborates in the development and implementation of programs and initiatives geared toward developing community among our Greek student population
- Assists in the development and oversight of Greek Week and other Greek traditions
- Oversees and coordinates Greek Honor Societies
- Works with individual chapters on leadership and organization development, scholarship, social and philanthropic programming
- Assists with overseeing the Fraternity/Sorority Recruitment Process
- Maintains the Greek Life programming calendar
- Manages the OwlConnect event requests for fraternities/sororities
- Provides oversight of the Greek Academic Success Plan

## **Departmental Functions**

In addition to their primary responsibility, Graduate Interns will take the lead in supporting at least one of the following departmental functions:

- **Commuter Services** - Assist with the planning, advocacy and implementation of programs and initiatives for commuter students. In addition, coordinate the commuter cohort experience, advise the Commuter Assistants and assist with the training of student leaders around commuter support and success.
- **Social Media** - Create and maintain an engaging and interactive social media plan for the office.
- **Special Events** - Assist with the planning, coordination, implementation, promotion, and facilitation of large departmental events such as Spring Week, Homecoming and Week of Welcome.
- **Clubs and Organizations** - Support the club and organization management program, especially the recognition and implementation of new student organizations. Additionally, provide advisement and support for cohorts of student organizations.
- **Service Events** - Assist with the planning, coordination, implementation, promotion, and facilitation of large-scale service events such as Day of Service, The Big Event, Adopt-A-Family and Friends of Rudolph.

## **Administrative Responsibilities:**

- Responsible for developing an understanding of state, university, and departmental policies regarding purchasing, facilities reservations, and risk management
- Compiles reports and assists with assessment of activities and events

## **Provide Support for Students:**

- Provide appropriate referrals, support, encouragement, and access to necessary University resources
- Works with students to encourage participation in campus programming

## **Other Duties as Assigned:**

- Supports OSILD programs, activities and initiatives
- At times, a supervisor, department administrator, and/or University staff may request assignments outside the purview of this position description.
- Assist with other programs within the Division of Student Affairs including but not limited to: New Student Orientation, New OWL Weekend, Family Weekend, Cultural Fest and Admissions Events