

OFFICE OF GREEK LIFE INTERNSHIPS

Winter Term 2012 Greek Life Internship

January 2 - January 29 (4 weeks)

Extends over Fake Break for Panhellenic Recruitment

Job Description & Learning Outcomes:

- 1. Develop effective communication skills by educating new students and their parents on the logistics of fraternity and sorority recruitment in January 2012.**
 - Answer questions regarding recruitment via phone and in person
 - Assist with publicity and marketing communications via E-net, emails and flyers
 - Assist with event planning for fraternity recruitment events, including basketball tailgates, field day and tables in Moseley
 - Coordinate budgets for Pi Chi (Recruitment Counselor) groups
- 2. Exhibit the ability to comprehend the dynamics of a group and visualize a group purpose through planning of the Greek Leaders Retreat in February 2012.**
 - Coordinate facilities, schedules, and other logistics.
 - Assist Greek Life and Center for Leadership with development of curriculum
 - Assist in development of a Summit assessment based on learning goals and outcomes
 - Facilitate transfer of knowledge to Spring 2012 Intern during process day.
- 3. Demonstrate self-reliant behaviors and function autonomously by assisting with the management of Loy Center facilities**
 - Assist Assistant Director of Greek Life with facility maintenance and management

Spring Term 2012 Greek Life Internship

January 30 – May 8 (15 weeks)

Job Description & Learning Outcomes:

- 1. Exhibit the ability to comprehend the dynamics of a group and visualize a group purpose through planning and execution of the Greek Leaders Retreat in February 2012.**
 - Participate in process day with Winter 2012 Intern for knowledge transfer.
 - Coordinate facilities, schedules, and other logistics.
 - Facilitate group sessions as needed and encourage participation.
 - Assist in administering of the Summit assessment based on learning goals and outcomes
- 2. Demonstrate self-reliant behaviors and collaborative efforts by organizing Greek Week with the Greek Week Committee and Greek Councils.**
 - Facilitate Selection of a Greek Week Committee
 - Provide logistical support to the Greek Week Committee for all Greek Week events (April 2012)
 - Assist the NPHC Vice President in coordinating the NPHC Spring Step Show
- 3. Develop management and team building skills by assisting with the House Manager 2012-2013 Selection process.**
 - Coordinate meeting facilities, schedules and other logistics.
 - Assist Assistant Director of Greek Life in assessment of candidates, based on role responsibilities and key leadership characteristics.
- 4. Enhance written communication skills and enhance mass communication within the Greek community by producing a monthly newsletter.**

Elon University Office of Greek Life Internship/Co-operative Education Experience

Application is to be TYPED OR PRINTED

Name: _____

Campus Box: _____ Affiliation: _____

Phone: (____) _____

Student ID #: _____ Year (as of Fall 2011): Sophomore Junior Senior

Scholastic Information:

GPA (out of 4.0): _____ Can you take this as a 4 credit course? Yes
No

Major: _____ Do you need this internship for your ELR? Yes No

Semester of internship: Winter 2012 Spring 2012

Leadership, Activities & Achievement Information:

On a separate sheet of paper, answer the following questions. Be sure to include dates and positions held (if applicable).

1. Why are you interested in an internship in the Office of Greek Life at Elon University?
2. What experiences do you hope to gain from this experience?
3. List all extracurricular activities and positions held.
4. List any honors, awards, or scholarships.

Please return your application to: Office of Greek Life
Shana Plasters
Campus Box 2971

Or you can e-mail your application and answers to: splasters@elon.edu

Application Deadline: December 5, 2011

Should you have questions, please call the Director of Greek Life at 336-278-7326

Signature of Applicant: _____ Today's Date: _____