

OFFICE OF GREEK LIFE INTERNSHIP

Winter Term 2010 Greek Life Internship

January 4 - January 31 (4 weeks)

Extends over Winter 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 2010.**
 - a. Answer questions regarding recruitment via phone and in person
 - b. Assist with publicity and marketing communications via E-net, emails and flyers
 - c. Assist with event planning for fraternity recruitment events, including basketball tailgates, field day and tables in Moseley
 - d. 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 and execution of the annual Greek Leadership Retreat in February 2010.**
 - a. Coordinate facilities, transportation, lodging and meals for retreat
 - b. Assist Greek Life and Center for Leadership with development of curriculum
 - c. Facilitate retreat sessions and encourage participation
 - d. Develop and administer assessment of retreat based on learning outcomes
3. **Exhibit self-reliant behaviors and function autonomously by assisting with the management Loy Center facilities**
 - a. Assist Assistant Director of Greek Life with facility maintenance and management

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 2009): 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

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 2975

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

Application Deadline: November 13, 2009

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

Signature of Applicant: _____ Today's Date: _____