

Ashland University
Student Affairs Internship Program

Position Title: Greek Affairs Intern

Department: Office of Residence Life & Greek Affairs

Reports To: Director of Residence Life & Greek Affairs

Position Description:

The Greek Affairs Intern works 15 hours per week as a member of the Office of Residence Life & Greek Affairs staff. In return, the intern receives benefits as outlined in the Student Affairs Intern Contract. Intern moves in prior to the start of the academic year to assist with Greek Movers & Shakers project.

Specific Duties:

- Assist in coordination of Greek Affairs education-hazing, workshops, forums
- Assist with planning, marketing and logistics of Recruitment & Greek Week
- Attend IFC and PHC meetings as needed
- Serve as a liaison to Order of Omega, Rho Lambda, Panhellenic Council, Interfraternity Council and individual chapters.
- Publish the Greek newsletter as scheduled.
- Update/Edit the website.
- Update Greek Resource Manual.
- Publish annual Greek Year End Report with Greek Affairs Graduate Assistant.
- Maintain record of Greek Affairs budgets.
- Meet weekly with supervisor to review progress.
- Perform various administrative tasks needed in the office (filing, answering phones, etc)
- Other duties as assigned

Learning Objectives:

- Experience the daily operations of the Office of Residence Life & Greek Affairs
- Develop computer skills including web page development and Microsoft Office 2007.
- Enhance public speaking skills through classroom and group presentations.
- Work independently, and as a member of the team, to complete projects.
- Enhance leadership, communication, and organizational skills
- Gain understanding of the AU Greek community

Qualifications:

- Minimum 3.0 cumulative grade point average
- No level I, II judicials, or academic integrity violations
- Computer experience (Microsoft Word, Excel, Adobe PageMaker, Desk Scanner, FTP)
- Accounting and strong interpersonal communication skills, positive attitude

January 2008