

**Fraternity and Sorority Life
Greek Week Intern Position Description
Office of Student Involvement
University Of Central Florida**

The position of Graduate Intern is a semester position (with the possibility of carrying over into the summer/fall semester) within Fraternity and Sorority Life. The Intern will assist with the Greek Week planning process for the Greek Community. The Graduate Intern works closely with the Fraternity and Sorority Life staff. The Graduate Intern will support and challenge student leaders involved in all Greek organizations. Currently, there are over 3,000 students with membership in 43 fraternities and sororities.

Reports to: Director/Assistant Director-Fraternity and Sorority Life

Service Compensation/Benefits: The Internship position is negotiable in length. The Intern for this position is expected to fulfill the duties of their position, and this may require between 10 to 20 hours per week during the spring semester. Due to the nature of the Fraternity and Sorority Life work, some weeks may be much more time intensive than others. Work duties are inclusive of nights and may include some weekends. Non-traditional hours are to be expected with this position. Preference will be given to candidates with previous fraternity/sorority experience and to students enrolled in the master's or doctoral program in higher education/student personnel or a related field.

Term of Service: The Internship is scheduled to begin January 2010 and conclude at an agreed upon time (exact terms are to be negotiated via the Fraternity and Sorority Life intern contract).

RESPONSIBILITIES

General Responsibilities:

- Assist the Director/Assistant Director to which he/she reports
- Serve as a positive role model for students
- Promote involvement in student life including fraternity and sorority life, student involvement, student activities, student organizations, intramural sports, and professional development
- Meet regularly with the Assistant Director or designee
- Maintain clear files (electronic and hard copy) of the areas of responsibility
- Handle sensitive and confidential data in an appropriate manner
- Coordinate, oversee and advise the Greek Week chair and committee on budget, agenda, committee development, community outreach and Fraternity and Sorority Life programming as it relates to Greek Week matters.
- Encourage leadership development, by providing educational opportunities.
- Complete any special projects as requested by the Director/Assistant Director.
- Maintain a minimum of 10 office hours per week

Specific Responsibilities

- Duties include attending Greek Week Executive Meetings, as well as meeting with the Student Chair for Greek Week activities.
- Coordinating Greek Week efforts including Greek Royalty Court & Greek Awards Banquet.
- Becoming familiar with Greek Week programming model and ensure it's inclusive of all Greek Councils (NPHC, DGC, Panhellenic, IFC)
- To attend all Greek Week events and be available for setup and breakdown.
- Serve as the advisor for the Greek Week Chair and Executive Board.
- Serve as the advisor for the Logistics Chair and assist him/her in duties.
- Be available late into the night and possibly weekends during the week of March 20-28, 2010

Desired Qualifications:

- Excellent written and verbal communication skills
- Event planning experience
- Appreciation of human diversity and diverse ideas
- Knowledge of relevant technology
- Excellent interpersonal skills
- Excellent organizational skills
- Availability to work evening and weekend hours
- Knowledge of leadership development and/or training
- Effective time management skills

UNIVERSITY OF CENTRAL FLORIDA

The University of Central Florida was established as a state university in 1963. This modern campus consists of 1,227 tree-covered acres with an enrollment of approximately 48,000 students. The university is accredited by the Southern Association of Colleges and Schools and offers a wide variety of master's and doctoral programs. Further information on graduate programs is available from: **Graduate Admissions, University of Central Florida, AD 230, Orlando, FL 32816-0112 (407) 823-2766.**

POSITION AVAILABLE: Spring Semester (starting January 2010)

For information contact:

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