



Title: Summer Graduate Intern

Delta Phi Epsilon Department: Collegiate Services

Temple University Department: Student Activities

Reports to: Delta Phi Epsilon Director of Collegiate Services and Temple University Program Coordinator for Fraternity and Sorority Life

Status: Non-Exempt

About Delta Phi Epsilon:

Delta Phi Epsilon is an enterprise consisting of three non-profit organizations working toward a mission to create a sisterhood experience rich with tradition, innovation, and opportunities for growth. Delta Phi Epsilon is constantly evolving and seeks to positively impact not only the lives of its more than 10,000 collegiate members and 55,000 alumnae members worldwide, but also the sorority experience, as a whole. Our focus on creating a sense of belonging is intentional, and a culture of inclusion, integrity, and innovation is always our top priority.

About Temple University Student Activities:

Student Activities is committed to providing programs, experiences, and leadership development opportunities that engage students in meaningful campus involvement. This co-curricular experience that enhances student life, celebrates diversity, promotes self-exploration, and broadens understanding of social responsibility. Fraternity and Sorority Life is an entity of Student Activities and is comprised of 4 governing councils and 28 fraternities and sororities.

Primary Function:

As part of a dual graduate internship through partnership with Delta Phi Epsilon Sorority and Temple University - Student Activities, this position offers the opportunity to gain experience within both the organizational and campus environments associated with the functional area of Fraternity and Sorority Life.

Additional Opportunities:

The intern will have the opportunity to meet with various offices and staff members in the Division of Student Affairs. There are five other colleges and universities with fraternities and sororities within a 15 minute radius of Temple. The intern would have the opportunity to visit these campuses and gain perspective on how their fraternity and sorority communities operate and compare/contrast with the Temple community.

Key Roles

- Work directly with members of both Temple University and Delta Phi Epsilon staffs to provide general administrative, programmatic, and advisory support to undergraduate chapters and members
- Assist with educational programming and resource development for topics such as recruitment, diversity and inclusion, mental health, risk management, leadership, and chapter operations
- Assist with onboarding, training, and development efforts associated with the Delta Phi Epsilon International Leadership Consultant Program
- Assist in the planning of the Fall 2018 Temple University Student Activities Retreat
- Assist in the review and selection of a new IFC Fraternity for Temple University
- Assist with general assessment effort related to the Collegiate Services department, collegiate member and chapter experience, and International Leadership Consultant Program of Delta Phi Epsilon
- Attend weekly staff meetings for Student Activities
- Other duties as assigned, pending intern's interest areas and past experience

Skills/Knowledge Required:

- Enrolled in a student affairs/student personnel/higher education/counseling or related Master's degree program
- Interest in working professionally in fraternity/sorority affairs
- Previous background experience in fraternity/sorority affairs and/or Greek organization membership preferred
- Strong analytical skills, sound judgment, critical thinking and decision-making abilities
- Ability to take direction from staff members such as supervisors or other organizational / institutional leadership
- Strong verbal / written communication and presentation skills
- Ability to travel between Temple University and Delta Phi Epsilon International Headquarters

Remuneration:

- Hourly Payment - for 20 hours/week with an additional 20 hours/week covering either housing or an hourly wage

Employment Dates:

- Flexible (earliest start date: 5/20/19; latest end date: 8/2/19)

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.