About Fraternity & Sorority Life

Mission: The Office of Fraternity and Sorority Life equips students with the necessary tools to achieve academic success, career readiness, and holistic wellness. We assist students in their development of personal approaches to leading principled lives through peer accountability within the University’s diverse campus community and, the global society. The Office will also engage alumni to foster a greater affinity for Florida Atlantic University.

Vision: Fraternity men & sorority women will live their organizations’ founding principles in today’s world.

About the Internship

Overview: FAU Fraternity & Sorority Life offers many zero-credit and for-credit internships. All internships offered through Fraternity & Sorority Life will be founded on similar learning objectives and follow a similar format. Internship candidates must be friendly, outgoing, problem-solvers, and self-starters, i.e. able to manage multiple tasks and delve into projects without a ton of management and guidance. Knowledge of Greek organizations and membership in a Greek organization is preferred.

The FS Communications Intern will assist Fraternity & Sorority Life with various methods of communication with chapter leadership, general members, new members, advisors, alumni, and campus partners. The Intern will develop promotional materials for affiliated members that features various opportunities presented to them. They will also develop promotional materials meant for those interested in joining an organization, to provide more information on ways to get involved.

Learning Objectives:

• Understand and describe the different characteristics and dynamics, particularly in regards to eligibility for membership, of the governing councils within the FAU Fraternity & Sorority community.
• Develop relationships within and outside the department (within meaning student groups, outside meaning campus partners, stakeholder groups and the local community)
• Articulate skills and experiences gained as a result of interning with Fraternity & Sorority Life and describe how they will aid in seeking full-time employment post-graduation.
• Evaluate, assess and make recommendations for improvement to Fraternity & Sorority Life
• Utilizing the NACE key competencies for career readiness, interns will take a pre-assessment and post-assessment, demonstrating improvement in at least one competency area as a result of the internship experience
• Identify effective methods of communication based on the message, audience, and other circumstances that dictate how the department communicates with its various stakeholder groups.
Internship Overview

- Be able to self-reflect on personal performance within the leadership position and internship role; demonstrate improvement in identified areas; be able to accept constructive criticism from others
- Understand how to conduct an evaluation and provide recommendations for future improvement

Duties & Responsibilities:

- All Fraternity & Sorority Life interns are responsible for completing the NACE pre-assessment and post-assessment through Career Center
- Complete CORE training through the Division of Student Affairs *(paid interns only)*
- Meet regularly with Intern Supervisor
- Attend monthly student staff and intern meetings with Fraternity & Sorority Life Staff
- Monitor and post on Fraternity & Sorority Life social networks
- Develop creative social media initiatives
- Create a social media and marketing strategic plan
- Track and increase followers on Twitter, Facebook, Instagram and Snapchat
- Assist in promotion of events and programs provided by Fraternity & Sorority Life
- Manage Fraternity & Sorority Life’s Constant Contact account
- Compile and send out bi-weekly e-newsletter to community members and advisors and track engagement over the course of the internship
- Communicate with other departments as needed to acquire information to share in the e-newsletter
- Responsible for maintaining and organizing a Master Interest List of students who have expressed interest in going Greek via the FREVVO form on our website, calling or stopping in to the office, etc.
- Communicate with students who have expressed interest in Greek life by sharing information about the community and ways to get involved
- Arrive on time for working hours based on the schedule outlined above, unless other arrangements are made in advance. If ill or otherwise experiencing an emergency, the Intern student should inform the Supervisor of the absence as soon as possible.
- Dress and behave professionally.
- Complete work assignments and projects in a timely and professional manner.
- Ask for guidance and clarification regarding all tasks and projects.
- Other duties and responsibilities as assigned

Qualifications:

- FAU degree-seeking student in good academic and behavioral standing
- Effective written and verbal communication skills
- Proficiency with Microsoft Office
- Membership in a fraternity or sorority is preferred; if Greek, must be member in good standing

How to Apply

*For consideration, please send a cover letter & resume with attention to the Internship Supervisor no later than August 24, 2018 to: fslife@fau.edu*

FAU Fraternity & Sorority Life
777 Glades Road UN 204
Boca Raton, FL 33431
(561) 297 4924
### National Association of Colleges and Employers (NACE) Competencies

#### Communication Skills:
Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside the organization

- Demonstrate effective verbal and written communication through proper in-person, phone and email etiquette
- Manage FSLife front desk and greet visitors
- Issue follow up messages and compile reports/updates

#### Work Ethic & Professionalism:
Demonstrate personal accountability and effective work habits, e.g. punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image

- Gain experience working in a professional environment (being punctual, adhering to dress code)
- Prioritize tasks with a focus on _____________
- Participate in regular meetings with supervisor and FSLife Student Staff and Intern Team

#### Teamwork/Collaboration:
Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints

- Planning, coordination, and execution of project(s)
- Interact with other students and staff that help support completion of project(s)

#### Critical Thinking/Problem Solving:
Exercise sound reasoning to analyze issues, make decisions, and overcome problems.

- Assist with student, parent, advisor, or staff questions with a courteous and professional demeanor by utilizing knowledge of the department and the university
- Provide recommendations for improvement to FSLife upon internship completion

#### Leadership:
Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others

- Leadership training offered to all FSLife interns
- Identify leadership styles, theories, models, or principles that enhance your internship experience

#### Digital Technology:
Select and use appropriate technology to accomplish a given task. The individual is also able to apply computing skills to solve problems.

- Utilize computer software such as: Microsoft Office, Google Apps, etc.
- Perform clerical duties including copying, filing, scanning, etc.

#### Global/Intercultural Fluency:
Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions

- Gain understanding of the history and dynamics of the various student populations found in Greek Life
- Respectful engagement with diverse students and staff