Work Study Position Description
Fraternity & Sorority Life Intern

Overview
The Fraternity/Sorority Life Intern will work directly with the Assistant Director of Fraternity & Sorority Life and Student Engagement to provide additional support to the department. The FSL Intern will have the ability to create and implement his/her own learning outcomes that will mutually benefit the department and his/her own learning. The FSL Intern will focus on tasks and initiatives pertaining to the Fraternity & Sorority Life (FSL) community.

Potential Responsibilities
• Work on a team to plan and execute FSL Summit (Annual January Leadership Retreat)
• Assist with Jr FSL (Neo/New Member Program Each Semester)
• Oversee the FSL Awards process including submissions and judging
• Assist with the implementation of the Virtual Engagement Series
• Assist with the creation of the FSL Accreditation Program
• Conduct research on peer and aspirant fraternity/sorority life programs
• Additional duties as assigned

Staff Responsibilities
• Meet weekly 1:1 with the Assistant Director of Fraternity & Sorority Life and Student Engagement
• Hold regularly scheduled office hours between 9 am and 7 pm Monday through Friday
• Create a portfolio demonstrating the work and learning that occurred
• Participate in other initiatives as needed

Minimum Qualifications
• Be an enrolled, full-time student in good academic standing at Northeastern University
• Have membership in a recognized fraternity/sorority in 1 of the 4 governing councils
• Have standing as at least a 4th year student (or Junior) and have been a member of the FSL Community for at least 4 semesters
• Have served in an officer position within fraternity/sorority
• Be in good judicial standing with the university and fraternity/sorority

Time Commitments
To be available from January 6 to May 2, 2014 to work in the Center for Student Involvement at Northeastern University. The FSL Intern is expected to work a minimum of 10 hours per week with the possibility of evening and weekend hours as necessary. Some examples of evening and weekend events include FSL Summit, Jr FSL, Greek Week, Stepfest, etc.

Compensation
Federal work study can be provided if he/she meets qualifications. If not, the position is unpaid.

Deadline
To apply, copy the following link into your web browser: https://orgsync.com/22998/forms/90325. The deadline to apply is Tuesday, December 3rd at 11:59 p.m. Selected candidates will be asked to interview the week of December 9-13th.

If interested, please contact Dexter Bush-Scott, Assistant Director of Fraternity & Sorority Life and Student Engagement at d.bushscott@neu.edu with any questions.