

Position Announcement
GRADUATE INTERN

Position Overview:

The Association of Fraternity/Sorority Advisors (AFA) is pleased to host a Graduate Intern during the summer. The Graduate Intern will report to the Assistant Executive Director and assist the entire professional team on a variety of projects, including the planning and implementation of educational programs, assisting in Annual Meeting pre-planning, and working on general administrative tasks to improve the member experiences.

Qualifications:

This position will require a candidate who has a currently enrolled in a higher education/student affairs graduate program and has a demonstrated knowledge of and interest in fraternity/sorority advising, a strong work ethic, creativity, ability to work independently, and strong verbal and written communication skills.

Job Responsibilities:

The specific position responsibilities will be established prior to the hiring of the Intern each year. Previous responsibilities have included:

- Assisting with Annual Meeting logistics.
- Compiling evaluations from educational programs.
- Organizing documents on a shared drive.
- Reviewing Annual Meeting pre-conference programs.
- Assisting with analyzing assessment information and writing a corresponding report.

Physical Demands:

- Must be able to move about the office as well as sit for long periods of time.
- Must be able to use the phone and computer, sometimes for prolonged periods.
- Light to heavy lifting is periodically required.
- Must have a valid driver's license.

Location: This position is located at the AFA Central Office in Carmel, Indiana.

Compensation: This is a paid position for 8-10 weeks during the summer. There is a stipend offered with this position. There is no housing allowance for this position.

Start Date: The start date is flexible, but you must be able to report to the AFA Central Office between May 15 and June 1.

Application Instructions: Please submit a letter of interest, resume, and three references relevant to the work of this position to: Joslyn McGriff, Assistant Executive Director, Association of Fraternity/Sorority Advisors, Joslyn@afa1976.org. All materials must be submitted by Friday, April 12.