



ACCOUNTABILITY GRADUATE INTERNSHIP

Delta Zeta Sorority National Headquarters is seeking one graduate intern, for the Learning Experience Department to assist primarily within our Accountability Team, from January to June 2025. The work of this team is responsible for managing and educating all members on Delta Zeta's accountability and restorative justice practices. This intern will serve as a team member on the Learning Experience Team and will participate fully in the efforts of that team during their internship experience.

Delta Zeta utilizes a dynamic approach to member and chapter accountability that centers on restorative practices using the principles of mediation. The individual in this role will work closely with Delta Zeta staff, undergraduate student leaders, undergraduate Delta Zeta members and key stakeholders such as advisors. This internship will offer the opportunity for student coaching, educational content creation and assessment of current practices and procedures.

GENERAL INTERNSHIP RESPONSIBILITIES

- Create unique educational content to be delivered monthly via the officer updates related to trends learned within the accountability process.
- Provide individual outreach to various stakeholders including collegians and alumnae to further their understanding of the process and ensure they are well supported in their roles including coordinating and co-hosting mid-semester region check-ins.
- Audit completed cases for sanction completion in partnership with the Member Accountability Chairman for various chapters.
- Assess the effectiveness of assigned educational outcomes by conducting individual meetings with members that have participated in an Alternative Resolution meeting with the National Resolution Team.
- Attend a biweekly meeting with internship supervisor.
- Participate in Learning Department meetings, as requested.

POSITION REQUIREMENTS

Qualified candidates must:

- Be actively enrolled as a graduate student (Masters or Doctoral) in a verifiable program of study with a college, university or educational program/institution during the internship term.
- Commit to 15 hours per week during the internship term. More hours can be added if needed for obtaining academic credit.
- If the candidate is seeking academic credit for the internship, they are responsible for coordinating this with the institution, completing approval process with the institution and providing any required verification paperwork from the institution to Delta Zeta at least 10 business days before it is due.
- Delta Zeta or other fraternal organization membership is strongly preferred, but not required.
- Have a desire to work in a remote internship space requiring both team and independent work.
- Have excellent interpersonal skills and a passion to collaborate effectively.
- Demonstrate interest in accountability and restorative practices.
- Experience with mediation or conduct practices are desired, but not required.
- Have excellent coaching, verbal and written communications skills, including timely and professional responses.
- Demonstrate analytical and problem-solving skills.
- Maintain high levels of organization, a strong attention to detail and the ability to multitask.
- Strong working knowledge of Microsoft Office (Outlook, Word, Excel, etc.).
- Have experience and a working knowledge of a variety of technology systems, software types and organizational tools, with a willingness to learn new systems.

COMPENSATION

- The stipend for the position is \$2,500.00, paid in two equal payments of \$1,250.00 during the Contract Term, on March 31, 2025 and June 15, 2025.
 - Note: this internship is considered an Independent Contractor position. Delta Zeta will not withhold any taxes from the compensation. The intern is responsible for all federal, state and local taxes applicable to the compensation received under this contract. In accordance with IRS regulations, Delta Zeta will issue a Form 1099-NEC to the Contractor for any payments totaling \$600.00 or more during the calendar year. The intern will need to provide Delta Zeta with a completed and signed IRS Form W-9 prior to receiving any compensation.
- Professional Association Membership reimbursement for graduate student membership of up to \$200.00.
- All travel to Delta Zeta events, as assigned and approved, would be covered by Delta Zeta Sorority.

APPLY TODAY!

**APPLICATIONS WILL BE ACCEPTED THROUGH
FRIDAY, NOVEMBER 15, 2024, AT 8:00 P.M. EASTERN.**

If you have any questions about the internship application process, please reach out to Mary Waterman, Chief Growth Officer, at mwaterman@deltazeta.org.

For specific questions related to the Accountability Graduate Internship, please reach out to Sarah Cohen, Director of Member Accountability, at scohen@deltazeta.org.