



CHAPTER OPERATIONS GRADUATE INTERNSHIP

Delta Zeta Sorority National Headquarters is seeking a graduate level intern to support the work of the Chapter Operations Team within our Growth Department, including resource development and operational support, from January to June 2025. The internship will be integrated into the Growth Department and will work closely with Delta Zeta staff, undergraduate Delta Zeta members, and various stakeholders including Advisors and National Committee volunteers. This internship will offer the opportunity for identifying operational needs, collaborating and development of resources and assessment of current practices and procedures.

GENERAL INTERNSHIP RESPONSIBILITIES

- Monitor and support college chapter operations, including proper submission of required materials for annual chapter clearance progress.
- Evaluate data to identify trends in college chapter member experience and operations.
- Audit chapter use of Growth System platforms, Clutch and other operational software and programs.
- Contribute to monthly Chapter Operations Newsletters.
- Develop and/or update resources to improve the member experience.
- Attend regularly established meetings with the internship supervisor.
- Participate in Growth 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 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 student development and involvement.
- Direct experience with sorority or fraternity operations is a plus, 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.