



LEARNING & DEVELOPMENT GRADUATE INTERNSHIP

Delta Zeta Sorority National Headquarters is seeking one graduate intern for the Learning Experience Department to work with the creation and assessment of learning and development experiences for students, student leaders and volunteers for Delta Zeta Sorority, as well as additional tasks related to the ongoing work of the Learning Department, from January to June 2025.

The internship will be integrated into the Learning 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 to collaborate on and/or develop educational content including synchronous and asynchronous training and create and analyze qualitative and quantitative assessment data for continued improvement of learning and development for Delta Zeta members.

GENERAL INTERNSHIP RESPONSIBILITIES

- Design, update and/or deliver training, resources, guidebooks and learning opportunities for students and alumnae.
- Identify ways to increase user engagement to ensure student and volunteer completion of learning and training requirements and opportunities.
- Track user completion of required trainings and note any trends.
- Create and analyze user evaluations for continued improvement of learning and training opportunities provided by Delta Zeta.
- Attend regularly established meetings with the 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 learning development, training and data assessment.
- Experience with curriculum design including e-learning is 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 Learning & Development Graduate Internship, please reach out to Lisa Allen, Director of Learning, at lallen@deltazeta.org.