



## PROPERTY MANAGEMENT INTERNSHIP

Are you ready to gain real-world experience in real estate, property management, food service operations, human resources, finance, records management and more? Are you looking for a chance to sharpen key skills and gain practical knowledge in a supportive and dynamic environment? Delta Zeta National Headquarters is excited to offer a new Property Management Internship with our National Housing Corporation from January to December 2025!

### GENERAL INTERNSHIP RESPONSIBILITIES

- Assist in the review and organization of incoming written communication.
- Assist in organization and standardization of shared Property Management digital filing.
- Update and organize property, local vendor and service provider contact information sheets.
- Review hard copy invoices received via USPS or email, and process accordingly with Property Managers.
- Assist in fixed asset record entries and updates, including selection of appropriate depreciation schedule.
- Support the analysis of credit card transactions including coding, data entry and hard copy filing as directed.

### POSITION REQUIREMENTS

Qualified candidates must:

- Commit to six hours per week, in office at Delta Zeta National Headquarters, located in Oxford, OH, each week of the internship term.
- Candidates must be enrolled in a verifiable program of study with a college, university or educational program/institution during the internship term. Fraternity or sorority membership is not required.
- 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 ten business days before it is due.
- Demonstrate analytical and problem-solving skills.
- Maintain high levels of organization, a strong attention to detail and the ability to multitask.
- Have excellent verbal and written communications skills.
- 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.
- Have excellent interpersonal skills and a passion to collaborate effectively.

### BENEFITS

- Real world experience in facility management, food service operations, HR, finance, records management and more.
- Learn how to create and maintain continual records for each property type – owned, rented, university managed, etc.
- Exposure using both property management and accounting software for general operations and asset tracking.
- Learn how different types of transactions are coded and filed when paying invoices and reconciling bank statements.
- Participate in the review and approval of service provider contracts for food service, house cleaning, HVAC maintenance, etc.

### COMPENSATION

The internship runs from January to December 2025. The stipend for the position is \$1,000.00, paid in two equal payments of \$500.00 during the Contract Term, on June 30, 2025 and December 15, 2025. Additionally, 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 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.

### APPLY TODAY!

**APPLICATIONS WILL BE ACCEPTED THROUGH  
FRIDAY, NOVEMBER 15, 2024, AT 12:00 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](mailto:mwaterman@deltazeta.org).