



# GRAPHIC DESIGN GRADUATE INTERNSHIP

Delta Zeta Sorority National Headquarters is seeking a graduate level intern to support the work of the Communications and Marketing Team for the 2025-2026 academic year. The internship will be integrated into the Communications Department and will work closely with Delta Zeta staff, interns and various stakeholders, including collegiate and alumnae members. This internship offers a hands-on opportunity to support a variety of design projects that align with Delta Zeta's brand, communication and marketing goals. The ideal candidate will bring fresh ideas and innovative design solutions to enhance materials ranging from email campaigns and event promotions to social media graphics and website updates. This is a collaborative role ideal for someone eager to grow their skills in a mission-driven, creative environment.

## GENERAL INTERNSHIP RESPONSIBILITIES

- Support our full-time Communications and Marketing Team members in executing design projects that align with Delta Zeta's communication, branding and marketing goals.
- Bring innovative thinking and design skills to help create award-winning email communications and event invitations.
- Develop or update presentation decks, reports, event materials, direct mail, holiday cards and other promotional materials.
- Assist in conceptualizing, developing and implementing creative branding and designs for new internal and external materials such as the New Member Education Program, Founders Day campaign, 1902 Loyalty Society and Hike for Hearing and Speech.
- Take a creative approach to updating [deltazeta.org](https://deltazeta.org) website pages and review, suggest and implement UX/UI improvements.
- Lead the creation of social media campaign graphics together with the Communications and Marketing Interns.
- Assist with the production and editing of video material.
- Update brand guidelines and create a toolkit for internal use of brand guidelines and branded materials.
- Attend regularly established meetings with the internship supervisor.
- Participate in Communications and Marketing Team 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 an average of 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.), Canva, WordPress and Adobe Creative Suite programs.
- 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 internship term will run from August 11, 2025 to June 1, 2026. The stipend for the position is \$5,000.00, paid in two equal payments of \$2,500.00 during the Contract Term, on December 15, 2025 and June 1, 2026.
  - 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, MAY 23, 2025, 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](mailto:mwaterman@deltazeta.org).

For specific questions related to the Graphic Design Graduate Internship, please reach out to Bianca Hutton, at [bhutton@deltazeta.org](mailto:bhutton@deltazeta.org).