

# STUDENT POSITION DESCRIPTION

## SORORITY AND FRATERNITY LIFE INTERN

Hiring Department: Sorority and Fraternity Life

Supervisor: SFL Staff

Hours per week: 10 -15

Length of appointment: TBD

**Application Deadline: As Advertised**

### POSITION OVERVIEW

The Sorority and Fraternity Life Internship within Office of the Dean of Students will focus on student involvement, student organization advising, and the sorority and fraternity experience at The University of Texas at Austin. Interns will be able to create leadership resources, create training opportunities, and contribute to area projects and events during the Fall 2014 and/or Spring 2015 semesters.

### STUDENT LEARNING ASSOCIATED WITH THIS POSITON

1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.
3. **Personal and Professional Competence** – Learn to communicate effectively, pursue goals and maintain well-being.
4. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions.
5. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

### QUALIFICATIONS

- You enjoy problem solving, making programs/events better, and creating solutions
- You are an effective communicator and enjoy creating/giving presentations.
- You are enthusiastic about leadership, success, connection and learning.
- You enjoy working in an office environment and are punctual.
- You are comfortable working independently and in a team.
- You enjoy problem solving and creating solutions.

### DUTIES AND RESPONSIBILITIES

- Create sorority and fraternity community resources focused on leadership, programming, and communication.
- Contribute to the success of events, programs, communication and outreach efforts
- Meet with supervisor for ideation, updates, and troubleshooting
- Assist with administrative functions related to role

### HIRING PROCESS

1. In an email to [sfl@austin.utexas.edu](mailto:sfl@austin.utexas.edu), attach your resume and let us know what interests you about interning in our office.

2. A SFL staff member will arrange a meeting time to discuss the position, your interests, and possible hours of availability.
3. After careful review, the successful candidate will receive confirmation of placement and begin working in the office on his/her projects.