

Alpha Delta Pi

BE THE FIRST

EXECUTIVE OFFICE INTERN

POSITION TITLE: Executive Office Intern

GENERAL DESCRIPTION: The Executive Office Interns will be assigned to departments/areas of focus depending on organization needs and priorities which may include Marketing and Communications, Alumnae and Volunteer Engagement, Events and Education, Collegiate Services, Housing, Finance, and Information Technology. Project work and tasks will be assigned as appropriate based on individual skills, strengths, and talents. This is a temporary, unpaid internship position that will last seven-weeks during the summer months.

COMPENSATION: Weekly Stipend, Professional Networking, Potential for Academic Credit*

* = *If you wish to obtain college credit, you must make the proper arrangements with your university. Any requirements of Alpha Delta Pi must be approved by the Executive Director or Intern Coordinator in advance.*

Duties Performed

In addition to supporting a specific department/area of focus, general opportunities may include, but are not limited to:

- Educational workshops about Alpha Delta Pi and personal development
- Assisting with the preparation, execution, and "behind-the-scenes" work for any potential summer programming
- Gaining knowledge of and working with the Alpha Delta Pi Foundation
- Meeting with current and past Grand Council members and International Officers
- Assisting in the development of Alpha Delta Pi marketing materials that support various initiatives
- Being given the chance to lead Alpha Delta Pi projects
- Volunteering with Ronald McDonald House Charities
- Learning the roles and responsibilities of Executive Office staff and International Officers
- Professional Development Opportunities: Career specific networking within the Alpha Delta Pi alumnae base, personal assessment/inventory activities, engagement with local businesses, historical visits and education, etc.

Expectations

- Consistently demonstrate through words, actions, and interactions, alignment with Alpha Delta Pi's values and strategic direction, focusing on the success of the organization.
- Demonstrate a positive, problem-solving mindset with a spirit of teamwork.
- Maintain high professional standards.
- Maintain the most current knowledge of organizational policies and operations.
- Be willing to offer and seek help whenever necessary.
- Represent Alpha Delta Pi positively throughout duration of the program.
- Promote a sense of pride in Alpha Delta Pi and a strong sisterhood across organization.

Suggested Background & Experience

- Minimum 3.0 GPA
- Rising Sophomore, Junior, Senior
- Alpha Delta Pi membership required
- Significant knowledge of Alpha Delta Pi with chapter or Panhellenic leadership preferred.
- Strong analytical skills, oral and written communication skills, sound judgment, and decision-making ability.
- Proactive, self-directed, and able to independently solve problems.
- Demonstrate a positive, problem-solving mindset with a spirit of teamwork.
- Customer service oriented and ability to maintain confidentiality.
- Outstanding organizational skills, ability to multitask, and work under pressure in a dynamic environment.

DEGREE OF SUPERVISION: Moderate to High

FROM: Intern Coordinator (Designated Collegiate Services Specialist)

COLLABORATES WITH: Various Executive Office departments, International Officers

EMPLOYMENT DURATION: May 17th – July 2nd, 2021

EMPLOYMENT LOCATION: Remote