

Chapter Support and Accountability Intern – Job Description

Department: Undergraduate Services

Immediate Supervisor(s): *Managing Director of Chapter Support and Enhancement, Director of Accountability*

Job Description

Under the direction of the undergraduate services department leadership, the Chapter Support and Accountability intern will have the unique opportunity to support various initiatives and processes between our Chapter Support and Accountability departments. The intern will gain an in-depth understanding of the Fraternity's undergraduate services policies and procedures, internal and external communications, and higher education landscape. Additionally, this intern will assist the department in managing key projects, providing insights and solutions to improve support for Sigma Chi's active chapters.

Duties and Responsibilities

- Participate in monthly Chapter and Member Accountability Committee (CAMAC) meetings.
- Review and propose updates to various undergraduate services policies and procedures.
- Assist in developing, managing, and presenting reports on assigned projects.
- Assist in the development and communication of resources for alumni and undergraduate members related to undergraduate services.
- Shadow staff in conference calls with chapters, volunteers, and university administrators.
- Attending the 2025 Krach Transformational Leadership Workshop (July 30th-August 2nd, 2025).
- Assist with other projects as assigned.

Requirements

- Current undergraduate or graduate student of Sigma Chi in good standing pursuing a degree or career in Higher Education or related field preferred.
- Experience working with university administration preferred.
- Well-developed organizational and time management skills.
- Must be able to maintain confidentiality.
- Excellent customer service with well-developed written and oral communication skills.
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, etc).
- Position will be either remote or hybrid with work out of the International Headquarters office in Evanston, Illinois, and home depending upon the intern's location and availability.
- Preferred schedule will be a 10-hour work week, Monday through Friday, with exact hours being determined between the supervisor and the intern.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills.