

## **Fraternity Growth Intern – Job Description**

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**Department:** Undergraduate Services

**Immediate Supervisor:** Director of Fraternity Growth

### **Job Description**

Under the direction of the director of fraternity growth, the fraternity growth intern will have the unique opportunity to assist in accomplishing the Fraternity's strategic growth initiatives, while also interacting with a wide variety of key stakeholders across North America. The fraternity growth intern will directly assist the fraternity growth team and gain an in-depth understanding of the Fraternity's expansion policies and procedures, managing internal and external communications, project management, and report production. The fraternity growth intern will also have the ability to make and implement solutions that will help Sigma Chi improve how it is supporting its associate chapters and members.

### **Duties and Responsibilities**

- Participate in monthly New Chapter Development Committee (NCDC) meetings, prepare meeting materials, and take minutes as requested.
- Review and propose updates to various expansion policies and procedures including the Expect More program.
- Assist in developing reports and analysis from the expansion dashboard.
- Assist in the development and communication of resources for alumni and undergraduate members related to fraternity growth.
- Shadow the fraternity growth team as appropriate on chapter, volunteer, and university calls.
- Assist the fraternity growth staff on an installation trip if time and resource allocation permits.
- Attend conference calls with chapters, volunteers, and university administrators.
- Attend the 2025 Krach Transformational Leadership Workshop (July 30<sup>th</sup>-August 2<sup>nd</sup>, 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 is preferred.
- Graduate student 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.*