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## **The Magazine of Sigma Chi Intern – Job Description**

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**Department:** *Marketing and Communications and Engagement*

**Immediate Supervisor:** *Associate Director of Marketing and Engagement*

### Job Description

Under the direction of the senior director of marketing and communications and engagement, *The Magazine of Sigma Chi* intern will assist the editorial team with producing sections of *The Magazine of Sigma Chi* in addition to editing, writing, and publishing content across Sigma Chi's digital channels. While working closely with the editorial team, *The Magazine of Sigma Chi* intern will have the opportunity to be credited for their work in *The Magazine of Sigma Chi* and assist with writing and editing copy for other Fraternity communications and marketing deliverables.

### Duties and Responsibilities

- Work directly with the editorial team to produce the Character-in-Action, chapter installation, Fraternity programming and human-interest stories.
- Copy edit the Alumni Almanac and Campus Chronicles submitted content sections of *The Magazine of Sigma Chi*.
- Copy edit letters, stories other submitted content for *The Magazine*.
- Write brief obituaries for notable Sigs using existing family obituaries and Fraternity records for *The Magazine's* Chapter Eternal section.
- Compile Sigma Chi historical facts for the Sig List.
- Research in *The Magazine of Sigma Chi* archives a person or specific topic for an article in *The Magazine's* Archive section.
- Look over magazine page proofs to provide edits and feedback.
- Assist with the editing and publishing of material to sigmachi.org.
- Attend the 2025 Krach Transformational Leadership Workshop at Bowling Green State University from (July 30th-August 2nd, 2025).
- Provide support to the social media department in the production of various social media projects as assigned.

### Requirements

- Current undergraduate or graduate student of Sigma Chi in good standing pursuing a bachelor's degree or career in communications, marketing, journalism, English, or similar.
- A submission of three writing samples is required.
- Experience working for a student newspaper or similar news outlet is preferred.
- Knowledge of AP Style and copy editing is preferred.
- Familiarity with WordPress is preferred.
- Have excellent writing and communication skills.
- 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 locations 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.*