

Operations and Engagement Intern – Job Description

Department: *Human Resources & Operations and Engagement & Communications*

Immediate Supervisors: *Human Resources & Internship Coordinator and the Associate Director of Member Development & Engagement*

Job Description

The Operations and Engagement intern will support two Fraternity departments: Operations & Human Resources and Engagement & Communications. The intern will be responsible for carrying out tasks and projects vital to the administration of the fraternity to ensure continued member involvement and support the overall internship program. Under the direction of the Human Resources and Internship Coordinator, the intern will gain experience in project management, job marketing and employee development, and valuable practical skills in problem solving, communication, and teamwork. In support of the Associate Director of Member Development and Engagement, the intern can expect to serve as the primary driving force behind the Signature Series, the Fraternity's video content highlighting alumni and providing updates and information to the membership.

Duties and Responsibilities

- Work directly with the senior director of human resources and operations and the human resources and internship coordinator to learn operations best practices, policies, and procedures.
- Assist with special projects and tasks across multiple areas in the operations department and with other departments and teams and assist in coordinating and tracking timelines and deliverables.
- Attend bi-weekly staff meetings to help support headquarters and fraternity-at-large initiatives.
- Shadow Operations staff and develop working knowledge across the areas of recruitment, employee relations, compliance, and general administrative functions.
- Assist in developing and implementing job related social media marketing, employee surveys, and engagement efforts.
- Coordinate and participate in job interviews.
- Serve as the main point of communication with speakers, including confirming availability, requesting headshots and bios, and sending preparatory information.
- Produce all live and recorded Signature Series events, including creating minor graphics and videos in Canva as needed and generating post-event reports
- Develop event run of shows including inputting speaker information and generating event questions.
- Manage the Learning Consortium site, including developing a survey protocol to better understand usage
- Attend bi-weekly Webinars Working Group (Member Engagement Subcommittee) and monthly evening Member Engagement Committee evening meetings.
- Attend the 2025 Krach Transformational Leadership Workshop (July 30th – August 2, 2025).
- Assist with other projects as assigned.

Requirements

- Current undergraduate or graduate student of Sigma Chi in good standing.
- Must be able to maintain confidentiality.
- Professional demeanor and experience working with alumni/distinguished guests.
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, etc.).
- Availability on weeknights.
- Position will be either remote or hybrid with work out of the International Headquarters office in Evanston, IL 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.