

Operations and Engagement Intern – Job Description

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

Immediate Supervisors: *Operations Executive Fellow 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 Operations Executive Fellow, the intern will gain experience in project management 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 will support the implementation of the Sigma Chi Online Community and EX+, taking ownership of assigned undergraduate and alumni-focused initiatives.

Duties and Responsibilities

- Work directly with the Executive Fellow 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.
- Shadow Operations staff and develop working knowledge across the areas of recruitment, employee relations, compliance, and general administrative functions.
- Assist in coordinating and tracking timelines and deliverables.
- Attend regular meetings with supervisors, teams, and other departments as needed.
- Assist in developing and implementing employee surveys and engagement efforts.
- Participate in job interviews.
- Develop and implement a strategy to recruit graduating seniors into the Sigma Chi Plus (EX+) program.
- Serve as a liaison with undergraduate chapters to promote and increase engagement on the Sigma Chi Online Community.
- Design and deliver training for alumni chapter leaders on Sigma Chi Online Community Microsite Management.
- Engage in Sigma Chi social media (Facebook, LinkedIn, Instagram) to encourage member transition to the Sigma Chi Online Community.
- Lead and manage the tabling and promotional experience at KTLW to drive engagement with EX+ and the Sigma Chi Online Community.
- Attend the monthly Member Engagement Committee meetings (weeknight evening).
- Assist with other strategic initiatives related to member engagement and operations as assigned.
- Attend the 2026 Krach Transformational Leadership Workshop (**TENTATIVELY** July 29 – August 1, 2026).

Requirements

- Current undergraduate or graduate student of Sigma Chi in good standing.
- Must be able to maintain confidentiality and hold self accountable to deadlines.
- Professional demeanor and experience working with alumni/dignitaries.
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, etc.).
- Strong interpersonal and communication skills and comfort learning new technology.

- Availability on occasional 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.