



FRATERNITY AND SORORITY LIFE

COLORADO STATE UNIVERSITY

2024-2025 Student Intern Roles

The Office of Fraternity & Sorority Life is currently hiring student interns for the 2024-2025 Academic year. The Office of Fraternity & Sorority Life works closely with the interns and provides projects and specific job responsibilities as they relate to each intern's assigned role, office needs, and personal goals and aspirations.

The Office of Fraternity & Sorority Life is seeking to hire two Elevation interns, a leadership intern, a marketing & public relations intern, and a programming intern. The Office of Fraternity & Sorority Life is looking for individuals who are responsible, mature, dependable, and professional.

These positions are work-study positions, and the Office of Fraternity & Sorority Life will assist applicants in completing the required work-study application (specifically for merit-based work-study for those that may not qualify for need-based work-study). We encourage you to apply even if you do not already have a work-study award: merit and need-based work-study awards are available for the 2024-2025 academic year.

General Student Intern Responsibilities:

- Serve as frontdesk workers, answering emails, phone calls and web chat inquiries, interacting with office walk-ins.
- Provide information and resources about joining the fraternity and sorority community to interested constituents.
- Complete data entry and maintenance for all fraternity and sororities chapter rosters and fraternity and sororities interested in joining lists.
- Organize and manage physical mail and packages received in the Office of Fraternity & Sorority Life.
- Assist governing councils and auxiliary groups with dues collection and material distribution.
- Assist with the management and maintenance of the physical office located in LSC 142.

Elevation Intern Responsibilities:

- Manage the data entry and tracking of Elevation Accreditation submissions.
- Send out reminders for upcoming Elevation deadlines.
- Follow up with chapters regularly to collect missing or late Elevation submissions.
- Work collaboratively with fellow Elevation intern to manage the Elevation program.
- Assist in the creating of Elevation educational resources.

Leadership Intern Responsibilities:

- Assist with the planning and implementation of all leadership programming including: the Fraternity & Sorority Leadership Institute, fraternity and sorority life leadership classes, officer workshop series events, presidents forum and council leadership program events.
- Assist with the planning for the Associations of Fraternal Leadership and Values Conference travel and logistics
- Manage officer communication efforts including officer welcome emails, continuing education emails, and opportunities for involvement emails.
- Manage the data entry and tracking of attendance at Officer Workshop Series events.
- Send out regular reminders for upcoming officer workshop series events.
- Highlight and market upcoming leadership development opportunities.

Marketing & Public Relations Intern Responsibilities:

- Assist with the content development and management of all Fraternity & Sorority Life social media including: Instagram, Facebook and other platforms as determined by the office.
- Create marketing and branding material for the department's outreach and recruitment efforts
- Assist with the organization and maintenance of the office's marketing and promotional materials.
- Assist with the management and web development of the Fraternity & Sorority Life website; including regularly updating page content and developing new content (no previous coding experience required - *Wordpress Site*).
- Create Fraternity & Sorority Life newsletter content as needed.
- Communicate with outside vendors interested in working with the office.
- Photograph FSL programs including FSLI and Awards – photography experience not required but suggested.
- Be able to produce marketing materials in a timely fashion – understand branding standards for the office and university.

Programming Intern Responsibilities:

- Assist with the planning and implementation of all community programming including Council Officer Installation, the FSL Awards Program, Hazing Prevention Week, and National Ritual Celebration Week
- Manage the office's engagement in Lory Student Center programming including but not limited to the Homecoming Decorating Contest, Ramapalooza, and other programs.
- Serve as a partner to the Fraternity & Sorority Programming Board – assisting in logistics and information gathering for all programming, including F/S Fest, Homecoming, National Ritual Celebration Week, National Hazing Prevention Week

Filled for 2024-2025:

Community Service & Philanthropy Intern Responsibilities:

- Manage the philanthropy and fundraising registration process in partnership with the council service and philanthropy officers.
- Communicate regularly with the community service and philanthropy team.
- Send out the weekly service and philanthropy digest.
- Assist in the creation of community service and philanthropy/fundraising educational resources.