

## **INTERNSHIP DESCRIPTION**

Work out of the Fraternity's Headquarters in Lexington, Virginia. The General Fraternity Internship is designed as a learning experience for undergraduate members of the Fraternity. The intern will assist and participate as a team player with the Fraternal Staff. The main areas in which the General Intern will be involved include:

- The LEAD Program
- Officer Materials/Resources
- College of Chapters (Odd Years)
- Marketing & Communications
- Alumni & Volunteer Programming
- Values-Based Recruitment Programming
- Grand Chapter (Even Years)
- General Fraternity Staff Assistance

## **OBJECTIVES**

1. Assist in the development of additional materials and resources for chapter, colony and alumni programming.
2. Research leadership development techniques and programs from a wide array of professional institutions.
3. Assist in the review and implementation of chapter officer resources.
4. Assist the General Fraternity staff with College of Chapters/Grand Chapter.
5. Support the General Fraternity staff through the completion of administrative duties.
6. Participate in Consultant training program.
7. Expand base of knowledge on Sigma Nu programs, initiatives, policies and procedures.

## **QUALIFICATIONS**

- Must be an initiate, in good standing, of Sigma Nu Fraternity, Inc.
- Must have an outgoing and innovative personality.
- Must have sound leadership and organizational skills.
- Must have the ability to relate to collegians, College/University administrators and alumni.
- Must feel comfortable speaking in front of small and large groups.
- Must have confidence in guiding/advising/supporting peers.
- Must be able to communicate effectively.
- Must have a basic understanding of general Sigma Nu operations.
- Must be willing to learn and improve your chapter as a result of your experience as an intern.



### **WHERE WILL I LIVE?**

The Fraternity will provide housing in Lexington, Virginia and reimbursement for travel, hotel and miscellaneous expenses while traveling for the Fraternity.

### **POSITIONS AVAILABLE FOR:**

Summer [June-August]

### **HOW DO I APPLY?**

At the end of this document is an application in PDF format. Completed applications should be mailed to the following address:

Sigma Nu Fraternity, Inc.  
Attn: Internship Program  
9 N. Lewis Street  
P.O. Box 1869  
Lexington, VA 24450

If you are unable to download this file, please contact Sigma Nu Headquarters for an application. (540) 463-1869 or [headquarters@sigmanu.org](mailto:headquarters@sigmanu.org)



Applicant Information					
Last Name			First		M.I.
Home Information			School Information		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Phone			Phone		Date
Chapter			Expected Graduation		
School				Month	Year
Initiate No.			Term Applying for:		
E-mail Address				Term	Year
Have you ever been convicted of a felony or misdemeanor?					
If Yes, please explain:					

Chapter Experience
List all officer positions/committee chairs held within the chapter.

Campus Activities
List any non-fraternal campus activities participated in.



**Honors and Awards**  
List any honors or awards received.

**Skills and Experience**  
List any computer and specialized experience and skills acquired.

**Expectations**  
List any expectations of the position.

Please include the following items with your completed application:

- Resume
- Official Transcript
- Letter of Reference from a Chapter Officer (Optional)
- Letter of Reference from Greek/Chapter Advisor (Optional)

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