

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position**



Position Title:	Office of Fraternity and Sorority Life (OFSL) Intern
Type Of Position:	<input type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input checked="" type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	University of Minnesota
Institution Description:	<p>The University of Minnesota (University), founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world.</p> <p>The University's mission, carried out on multiple campuses and throughout the state, is threefold:</p> <ul style="list-style-type: none"> • Research and Discovery - To generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world. • Teaching and Learning - To share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as nondegree seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world. • Outreach and Public Service - To extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.
Supervisor:	Liz Cadwell, ecadwell@umn.edu
Department Description:	<p>The fraternity and sorority community at the University of Minnesota is over 140 years old and currently has over 3,400 students who are members of one of 55 social Greek-letter organizations. Four councils govern these fraternities and sororities and work in close concert with the Office for Fraternity & Sorority Life to support our rapidly growing community. The four councils include the National Pan-Hellenic Council, the Interfraternity Council, the Multicultural Greek Council, and the Panhellenic Council.</p> <p>The Office for Fraternity & Sorority Life works with each governing council to provide community programming, including the largest living-learning community on campus.</p> <p>Over half of our fraternities and sororities have privately-owned facilities, located just off campus. Typically, students live in a chapter facility during their sophomore or junior years.</p> <p>There are two full time staff members who work in the office, along with student workers. The office space is shared with Off-Campus Living.</p>

Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year	<input type="checkbox"/> Stipend	Week Hours: 10 hours a week approximately
	<input type="checkbox"/> Hourly Wage	Payment Frequency: Other
Start Date:	<input checked="" type="checkbox"/> Parking Provided	Additional Notes:
Late August 2019	<input checked="" type="checkbox"/> Professional Development Funds	

Position Description & Responsibilities
<p>The OFSL Intern will help with specific functional areas of the University of Minnesota Fraternity and Sorority Life experience. Areas include, but are not limited to; advising Greek honors societies, large scale community event planning (i.e. Homecoming and Machy Days), and/or working to help build and strengthen relationships and partnerships on campus with other campus entities who work directly with Greek students. These campus partners could include Housing and Residential Life, Recreation and Wellness, Off-campus Living, Multicultural Student Engagement, Student Unions and Activities, Office for Community Standards, Leadership Minor etc. Based on the qualifications and the interests of the applicant, additional responsibilities may be available. They will also be able to assist with recruitment and other campus initiatives.</p>
Qualifications
<ul style="list-style-type: none"> • Membership in a Greek Lettered organization preferred but not required • Must be enrolled in the University of St. Thomas Leadership in Student Affairs program

- Strong interpersonal and communication skills
- Detail oriented and strong organizational skills
- Flexible work schedule, can work independently, adaptable
- Ability to work with a diverse student population

Application process & requirements

- **Contact Name:** Liz Cadwell
- **Address:** Appleby Hall, 128 Pleasant St SE, Minneapolis, MN 55455
- **Phone:** 612-624-7659
- **Email:** ecadwell@umn.edu
- **Materials Needed:** Cover letter, resume

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes no