



<b>Title</b>	Graduate Intern
<b>Department</b>	Leadership & Education
<b>Reports to</b>	Associate Director of Leadership & Education
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree</li> <li>• Currently enrolled in a graduate program related to higher education, organizational development, and/or learning and development</li> <li>• Access to a personal vehicle for the duration of the internship</li> </ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>• Membership in a fraternity or sorority</li> <li>• Entry-level experience with event and program management, assessment and evaluation, and advising undergraduate students</li> </ul>
<b>Time Allocation</b>	50% - Event Site Management 20% - Assessment and Evaluation 10% - Advising, Supporting, and Supervising 10% - Position Training and Individualized Professional Development Plan 10% - Other Duties as assigned
<b>Term of Appointment</b>	Remote training beginning mid to late March 2025 (approximately 2 hours per week) Reports in-person in Oxford, OH from May 19 through August 15, 2025* *Specific start and end dates flexible, with intern starting mid-to late May and ending early to mid-August.
<b>Compensation</b>	\$5,000 Stipend Private Room, Bathroom and Kitchen* for the duration of in-person portion of internship. *If kitchen is unavailable, meal card through Miami University will be provided. On Loan Laptop for use throughout duration of in-person portion of internship.

**Vision, Mission, Values & Priorities of Beta Theta Pi**

<b>Vision</b>	Every member will live Beta Theta Pi's values.	
<b>Mission</b>	To develop men of principle for a principled life.	
<b>Core Values</b>	<b>Mutual Assistance</b>	Betas believe that men are mutually obligated to help others in the honorable labors and aspirations of life.
	<b>Intellectual Growth</b>	Betas are devoted to continually cultivating their minds, including high standards of academic achievement.
	<b>Trust</b>	Betas develop absolute faith and confidence in one another by being true to themselves and others.
	<b>Responsible Conduct</b>	Betas choose to act responsibly, weighing the consequences of their actions on themselves and those around them.
	<b>Integrity</b>	Betas preserve their character by doing what is morally right and demanding the same from their brothers
<b>Strategic Priority Areas</b>	Home, Personal Development, & Brotherhood	

## Impact Statement

Beta Theta Pi's Leadership & Education Department is committed to designing and implementing high quality educational programming and resources that promote the consistent practice of the principles, obligations, and values of Beta Theta Pi.

## Overall Job Responsibilities

1. Serve as a member of the Leadership and Education team and participating in relevant meetings, retreats, and other functions of the department.
2. Serve as the lead onsite staff member for sessions of the John and Nellie Wooden Institute for Men of Principle, including but not limited to managing site logistics, serving as the primary liaison and support for lead facilitators, assisting with supervision of undergraduate interns during sessions, maintaining communication and coordinating with lead facilitators, educating on and enforcing safety protocols, crisis management, registration, housing and rooming logistics, and serving as the liaison to Administrative Office staff for session related functions.
3. Support the assessment and evaluation processes related to Leadership and Education programs by evaluating and presenting educational program data to inform decision-making, specifically data related to the Wooden Institute, the Keystone Regional Leadership Conference, the Son of the Stars Program, and the 186<sup>th</sup> Convention Educational Programs.
4. Assist with the department's preparation and execution of educational sessions for the 186<sup>th</sup> Convention by preparing supplies, assistance with run-of-show and on-site task list creation, creation of assessment for educational programs, and on-site support for educational sessions.
5. Participate in a two-month professional development plan developed in coordination with the Associate Director of Leadership and Education, focused on intern's desired areas of professional growth and competencies outlined below.

## Learning Outcomes

As a result of serving as the Summer 2025 Leadership and Education Graduate Intern, the intern will:

1. Effectively manage site logistics for the Wooden Institute.
2. Prepare for and assist with the execution of educational sessions at the 186<sup>th</sup> Convention.
3. Evaluate and present educational program data to inform reflection and decision-making. Intern will analyze and report program data to inform recommendations for future decision-making.
4. Articulate at least one skill they gained in relation to each internship competency.

## Competencies

Competency	Definition
Student Learning and Development	Applies student development and learning theory to practice
Assessment and Evaluation	Evaluate and present educational program data to inform decision-making
Advising and Supporting	Addresses the knowledge, skills, and dispositions related to providing advising and support to individuals and groups through direction, feedback, critique, referral, and guidance
Fraternity/Sorority Systems	Familiar with and can navigate operating practices in a headquarters leadership and educational program unit
Student Safety	Understands the challenges and opportunities to enhance student safety at fraternal events
Program Administration	Identifying, managing, planning, and executing basic duties of a departmental program
Navigating Complexity	Acknowledge, navigate, make quality decisions, and lead through complex issues

<b>Working Across Differences</b>	Engage productively with those who have differing experiences and views
<b>Collaborating with Stakeholders</b>	Works in partnership with others to achieve results
<b>Event Site Management</b>	Organizes and oversees logistics, participants, facilitators, and other aspects of an event

\*Competencies adapted from the NASPA/ACPA Professional Competency Areas for Student Affairs Educators and The Association of Fraternity/Sorority Advisors Core Competencies.