



# BETA THETA PI

— MEN OF PRINCIPLE —

## 185th General Convention Internships: Position Description

Some 500 Betas, Sweethearts, and guests are expected to attend the General Convention this year. An event of this size and complexity requires a team of high-energy, hard-working individuals operating behind the scenes to deliver an exciting experience worthy of Beta's longstanding Convention tradition.

### What is the role of the Convention interns?

It's early mornings, late nights, lots of time on your feet, and a once-in-a-lifetime experience! Convention interns work alongside Administrative Office staff members to:

- Prepare the event venue before the arrival of guests by assisting with registration logistics.
- Provide a first-class customer service experience.
- Support event logistics, including audio/visual set up, registration support, and serving individual departments such as Leadership & Education, Legislation, and Communication\* teams.
- Assist in greeting and directing Convention guests.
- Post and remove signage.
- Support management of Convention logistics.

### What dates do interns need to be available?

Four to six interns will be selected from the applicant pool and should be available on the following dates:

- **July 8 - 31 in Oxford, Ohio:** At least one lead intern will be asked to work at the Administrative Office in Oxford to assist with work leading up to Convention.
- **July 17 - 31 in Oxford, OH:** All interns will be working on-site at Convention.

### What is the compensation?

Beta Theta Pi will provide or pay for:

- Transportation to and from Oxford, Ohio – via car or plane
- Furnished living space in Oxford, Ohio
- All meals and events during Convention
- Beta-branded gear (same as given to all Convention staff)
- \$400 meal reimbursement (\$500 lead)
- \$500 stipend (\$600 lead)

### How do I apply?

Interested Betas should complete the [summer internship application](#) by April 28 and indicate your interest in working at Convention. Applicants will then be interviewed, and final selections will be made on or before May 13. If you have any questions about this position or the application process, please direct your questions to Convention Coordinator Rebecca Lockhart at [rebecca.lockhart@beta.org](mailto:rebecca.lockhart@beta.org).