



BETA THETA PI
— MEN OF PRINCIPLE —

Beta Theta Pi Fraternity & Foundation *Position Description*

Title	Graduate Intern
Department	Leadership & Education
Reports to	Associate Director of Leadership & Education
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree • Currently enrolled in a graduate program related to higher education, organizational development and/or learning and development • Knowledge of fraternities and sororities • Access to a personal vehicle with liability insurance for the duration of the internship
Preferred Qualifications	<ul style="list-style-type: none"> • Membership in a fraternity or sorority • Entry-level experience with event and program management, assessment and evaluation and advising undergraduate students
Time Allocation	<ul style="list-style-type: none"> • 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
Term of Appointment	<ul style="list-style-type: none"> • Remote training beginning mid to late March 2026 (approximately 2 hours per week) • Reports in-person* in Oxford, OH from May 18 through August 7, 2026** <i>*Opportunity for occasional remote dates (by request) after in-person start date on non-program weeks.</i> <i>**Specific start and end dates flexible, with graduate intern starting mid-to late May and ending early to mid-August.</i>
Compensation	<ul style="list-style-type: none"> • \$5,000 Stipend • Private Room, Bathroom and Kitchen* for the duration of in-person portion of internship. <i>*If kitchen is unavailable, meal card through Miami University will be provided.</i> • Loaner Laptop for use throughout duration of in-person portion of internship.

Vision, Mission, Values & Priorities of Beta Theta Pi

Vision	Every member will live Beta Theta Pi's values.	
Mission	To develop men of principle for a principled life.	
Core Values	Mutual Assistance	Betas believe that men are mutually obligated to help others in the honorable labors and aspirations of life.
	Intellectual Growth	Betas are devoted to continually cultivating their minds, including high standards of academic achievement.
	Trust	Betas develop absolute faith and confidence in one another by being true to themselves and others.
	Responsible Conduct	Betas choose to act responsibly, weighing the consequences of their actions on themselves and those around them.
	Integrity	Betas preserve their character by doing what is morally right and demanding the same from their brothers
Strategic Priority Areas	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. Contribute as a member of the Leadership and Education team and participate 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 oversight and follow up, housing and room assignment logistics and serving as the liaison to Administrative Office staff for session related functions.
3. Assist with the assessment and evaluation of Leadership and Education programs by analyzing, creating corresponding reports, and presenting educational program data to support informed decision-making, with a focus on the Wooden Institute, Keystone Leadership Conference, Son of the Stars Program, and 187th Convention collegiate educational programs.
4. Support the department's preparation and execution of educational sessions for the 187th 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 2026 Leadership and Education Graduate Intern, the intern will:

1. Effectively manage pre-, onsite, and post-event logistics for the Wooden Institute.
2. Prepare for and assist with the execution of educational sessions at the 187th Convention.
3. Analyze and present educational program data to draw meaningful insights and provide evidence-based recommendations that inform future program decisions.
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

Working Across Differences	Engage productively with those who have differing experiences and views
Collaborating with Stakeholders	Works in partnership with others to achieve results
Event Site Management	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.*