To all Applicants for the Student Activities & Greek Life (OSAGL) Graduate Intern position:

Attached is an application for the 2019 OSAGL Graduate Internship.

The first step in the application process is for you to review this material thoroughly and become acquainted with the details of the selection process and the responsibilities of the 2019 OSAGL Graduate Internship position.

There will be one OSAGL Graduate Internship position responsible for assisting the Office of Student Activities & Greek Life in a variety of initiatives related to Fraternity and Sorority Life, Activities Board Events, and student organizations. The position will start quickly in assisting with the fraternity/sorority alumni meeting to take place in early June. The position will support the Campus Activities Board President to coordinate Orientation and Opening Weeks programming. Other responsibilities include: Institutional benchmarking for fraternity and sorority operations and campus social programming; curriculum development for leadership programs and trainings; and answering phone calls and helping visitors in the OSAGL. There will be the opportunity for additional projects related to the position’s areas of interest. In addition to the specific duties and tasks of this internship, this position is best suited for an individual looking to work in a collaborative, adaptive, and customer-service environment. Successful candidates will demonstrate the ability to work independently while communicating with their supervisor about action steps over the summer and work effectively on a team to ensure the advancement of strategic initiatives and successful implementation of programs in the fall semester.

If selected to be the 2019 OSAGL Graduate Intern, successful candidates will work 37.5 hours per week from May 28 – August 2 (start and end dates are flexible.) The pay rate for the position will be $8.00 per hour and will include an on-campus apartment for the duration of the employment.

Please submit a cover letter, resume, and completed application to osagl@gettysburg.edu. Applications will be accepted on a rolling basis, with preferential review given to those received by Monday, March 11th.

Thank you for your interest. Please feel free to contact us at 717-337-6304 if you have any questions about the application process.

Caitlin Lindsay
Assistant Director of Student Activities & Greek Life
I. Personal Information (please type or print neatly in black or blue ink)

Name: ______________________________________________________
  (Last) ____________________________________________________
  (First) ________________________________________________
  (Middle Initial) (Preferred Name) ____________________________

Gender: ___________________________ ID#: ___________________________ Email Address: ___________________________

Address:

  (Campus/Local) ___________________________ (Street) ___________________________ (City) ___________________________ (Zip) ___________________________

  (Permanent) ___________________________ (Street) ___________________________ (City) ___________________________ (Zip) ___________________________

Phone: ________________________________
  (Cell)

II. Academic Information

Fall 2018 Academic Standing (Please circle): First-Year Graduate Student Returning Graduate Student

Graduate Program: ___________________________ Expected graduation date: ___________________________

Graduate Institution: ___________________________

Undergraduate Institution: ___________________________

Undergraduate Major: ___________________________

III. References (Fill out the following *** or attach with resume ***)

Please list below the names of two individuals you will ask to serve as references. The two references should come from individuals who are able to speak fairly about your skills and abilities. These individuals will be contacted after the application due date for their perspective during the interview process.

Reference #1

Name: ___________________________ Title/Relation ___________________________

E-Mail: ___________________________ Phone: ___________________________

Reference #2

Name: ___________________________ Title/Relation ___________________________

E-Mail: ___________________________ Phone: ___________________________