Graduate Internship with the LEAD Center
Fraternity & Sorority Advising and Leadership Development Team

University of California, Berkeley

THE LEAD CENTER
The Leadership, Engagement, Advising and Development (LEAD) Center, a department of the ASUC Student Union, is at the center of student life at UC Berkeley and is the campus department responsible for facilitating leadership development opportunities in addition to encouraging student involvement and engagement within the campus community. The LEAD Center promotes a student-centered learning environment by advising and empowering students to pursue their co-curricular initiatives, to cultivate their leadership skills, and to develop holistically.

The LEAD Center provides services and resources focused on furthering students’ leadership abilities and personal and professional development; hence positively impacting the holistic learning and development of all UC Berkeley students. As student affairs practitioners and educators, the LEAD Center team works with diverse communities of students, staff, faculty, and campus community stakeholders to enhance the educational environment within the UC Berkeley community. Furthermore, the LEAD Center provides advising and leadership development opportunities to student groups, including 1,000 registered student organizations (RSOs), over 35 student publication groups, 69 recognized fraternities and sororities, student government, SUPERB; the campus programming board, the Student Environmental Resource Center (SERC) and an array of campus-wide student leadership development and training initiatives and programs. These student groups and communities also include the Recruitment and Retention Centers, Associated Students of the University of California (ASUC), Graduate Assembly (GA), various student cooperatives, bridges Multicultural Resource Center, Cal Debate, Committee on Student Fees, and The Green Initiative Fund (TGIF).

CALGREEKS COMMUNITY & THE LEAD CENTER
The fraternity and sorority community at UC Berkeley – known as “CalGreeks” - has enjoyed a 145-year history at Cal, sharing in the four community pillars: Leadership, Scholarship, Friendship, and Service. Founded in 1870, the CalGreeks Community is the oldest collegiate fraternity and sorority community west of the Rocky Mountains. The LEAD Center Fraternity & Sorority Advising and Leadership Development team supports the CalGreeks Community by providing advising and leadership development programs, resources, and serviced to the entire UC Berkeley fraternity and sorority community. The LEAD Center team works directly with four governing councils (National Pan-Hellenic Council, Multicultural Greek Council, Interfraternity Council, and Panhellenic Council) in developing and planning co-curricular advising and leadership development opportunities for this vibrant and active community, which consists of 69 recognized chapters and 3,400 individual members. Overall, the CalGreeks Community is the largest co-curricular undergraduate community on campus, consisting of about 14% of the undergraduate population at UC Berkeley.

FRATERNITY AND SORORITY ADVISING GRADUATE INTERNSHIP AT UC BERKELEY
The LEAD Center Fraternity & Sorority Advising and Leadership Development Graduate Internship at UC Berkeley will provide a practical experience for graduate students enrolled in a student personnel, higher education, or student affairs program to expand their Fraternity and Sorority Advising experience and
connections while learning about fraternity and sorority life at a large, public institution on the West Coast.

**JOB DUTIES/RESPONSIBILITIES**

- Analyze assessment data and assist with strategic planning for the fraternity and sorority community
- Develop curriculum for fraternity and sorority-wide programs and initiatives
- Conduct annual benchmarking with peer institutions over specific areas of Fraternity and Sorority Life to include the following: group accountability, accreditation programs, advising/ supervision models, leadership development, etc.
- Assist with recruitment/rush/intake planning as needed
- Potentially co-advice chapters from one of the four CalGreeks Councils (IFC, NPHC, MCGC, and PHC) and/or affinity organizations, including the CalGreeks Programming Council, Order of Omega, Greeks Advocating for the Mature Management of Alcohol (GAMMA) and/or Greeks Against Sexual Assault (GASA)

**The Ideal Candidate:**

- Bachelor’s degree
- Leadership and/or student activity planning experience
- Experience with collegiate fraternities and sororities
- Strong written and oral communication and organizational skills
- Graduate coursework in Student Affairs Administration or related program
- Passion for fraternity and sorority issues and program development
- Experience collaborating and planning with a team and students

**Terms of employment:**

- One year appointment (32 weeks; 20-25 hours per week, total of approximately 900 hours)
- August 17, 2016 –May 12, 2017 (aligned with the UC Berkeley academic calendar)
- Potential for continuation available
- Must be available to work a minimum of three days a week during the academic calendar

**Compensation:**

- $25.00 hourly rate

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**UC BERKELEY**

The University of California, Berkeley, is one of world’s most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley’s culture of openness, freedom and acceptance – academic and artistic, political and cultural – make it a very special place for students, faculty and staff.

**BERKELEY**

Berkeley is a city with a small population and a big reputation. Known around the globe as a center for academic achievement, scientific exploration, free speech, and the arts, Berkeley is a vibrant city in Northern California with cultural and culinary stars, rich architectural heritage, great outdoor options, and friendly residents. Berkeley is also a short BART (Bay Area Rapid Transit) ride to Oakland and San Francisco.