

STETSON UNIVERSITY

Graduate Intern for Residential Facilities

Stetson University | Fraternity & Sorority Life | Graduate Intern (GI)

Position Description: Fraternity & Sorority Life cultivates transformative experiential opportunities through a purposeful approach to student leadership development, intrapersonal exploration, and community building. This position will assist the Director and Assistant Director of Fraternity & Sorority Life, along with the Executive Director and Associate Director of Residential Living & Learning with the management of all on-campus residential facilities. This position specifically provides assistance in the management of residential furniture, follow-up on work orders, and assistance with health and safety processes. for all on-campus student housing.

The Graduate Intern (GI) is a graduate hourly position that will work up to 20 hours per week with the option of working 29 hours as the schedule demands understanding that some of these hours may fall during the evenings/weekends to attend student functions, meetings and events. GI positions are awarded for a one-year period. There is no expectation or guarantee that the GI position will be awarded in successive years to the same person. The position will begin July 2025 and will end in June 2026 (negotiable). The Graduate Intern will receive compensation of \$15,000 per year (\$14-15 per hour for about 50 weeks per year).

Responsibilities:

- For Chapter Houses:
 - Provide day-to-day facilities oversight to the 13 on-campus fraternity and sorority chapter houses with approximately 174 residents including implementing effective management and administrative strategies in the day-to-day operation of the chapter houses.
 - Perform weekly chapter house inspections with chapter leadership and/or Chapter House Assistant and report back assessment of the physical condition/appearance to appropriate partners.
 - Develop positive working relationships with facilities and custodial personnel to facilitate overall functioning of the Chapter Houses.
 - Conduct health and safety inspections, fire drills, and damage assessment and billing for all chapter houses
 - Be present during formal recruitment processes and assist as needed.
 - Attend weekly facilities meetings
- For all Residential Buildings
 - Assist in the coordination of health and safety inspections, fire drills, and damage assessment and billing processes
 - Follow-up of work orders and laundry issues
 - Maintain furniture inventories for all residential buildings and warehouse supply
 - Assess furniture in the residential buildings on an annual basis
 - Coordinate major furniture moves and installations under the guidance of Exec. Director of RL&L and Director of FSL or their designee
- Other duties as assigned.

Required Qualifications: You must be enrolled as a full-time degree seeking graduate student. You will maintain a minimum cumulative grade point average of 3.0 during your employment. You must have and or maintain a clear student conduct record throughout the duration of your employment to remain in the position.

ABOUT Fraternity & Sorority Life: The department oversees the entire Greek community at Stetson, including management of the on-campus chapter houses and plot spaces. Fraternities and sororities enhance student's lives by providing educational and social opportunities to students during their college experience. Fraternity & Sorority Life offers areas of academic achievement, community service, philanthropy, leadership, diversity and inclusion and campus involvement. Building lifelong friendships through collaborative and meaningful relationships is a key component to the fraternal experience at Stetson University.

ABOUT STETSON: Stetson is a comprehensive, independent, predominantly undergraduate, residential institution with a strong tradition of excellence in the liberal arts and sciences, business, music, and law. The University is located in DeLand, Florida; between Orlando and Daytona Beach. The University places an emphasis on the active involvement of students in the learning process and in the life of the campus with particular attention to the development of value commitments in areas including Community Service, Ethical Decision Making, Environmental Responsibility, Gender Equity, Diversity, and Religious and Spiritual Life.

WORKING CONDITIONS: Requires some physical effort, i.e. some standing and walking, frequent light lifting (10-25 lbs); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; perceptual demands for color, sound, form, and depth; occasional and, at times, frequent hours outside the normal University schedule.