Title of Practicum: Fraternity and Sorority Life Alumni Relations Program Intern

Practicum Description Summary

- Develop and implement an undergraduate Fraternity and Sorority Alumni Relations Program to engage Chapter Alumni Chairs in the cultivation and stewardship of their alumni.
- Nurture and support the development of Chapter Alumni Chairs through the coordination, implementation and evaluation of the Chapter Alumni Relations program via training and workshops.
- Advise individual Chapter Alumni Chairs in the formation of a chapter newsletter that highlights chapter accomplishments to send to their alumni.
- Coordinate the creation and electronic distribution of two separate alumni fraternity and sorority newsletters (external to all Greek alumni and an internal “best practices” newsletter to all volunteers)
- Assist the Greek Alumni Coordinator with other duties as assigned.

Sponsoring Office
Student Life and Learning

Department/Office web site address:  http://iusll.indiana.edu

If multiple students can be selected for this position, please indicate the number of practicum students the site is willing to host:

Spring 2014  Number available:  1

Please identify any requirements outside the 8 hours per week of the practicum experience the student would be expected to complete:

All meetings will be structured within the flexible practicum time schedule.

Learning outcomes associated with the practicum experience in your office:

- Developing skills in providing innovative event planning and management ideas relevant to the chapter’s local and national interests, incorporating alumni recognition, celebrating milestone events, and suggestions for those chapters working with limited budgets.
- Identifying and implementing various ways to educate the chapter members on the positive results of Fraternity/Sorority lifetime commitment in preparation for future alumni involvement.
- Using creativity and graphic organizational skills to develop newsletters.
- Exploring the dynamics of working with the alumni chairs and educating them about the opportunities that a sound chapter alumni relations program can produce in terms of recruiting volunteers, cultivating and stewarding alumni in preparation for chapter fund-raising solicitations and keeping alumni connected to the chapter.

Provide a brief summary of the activities, duties, responsibilities and/or special projects associated with this position:
Coordinate, implement and evaluate an undergraduate Greek Alumni Relations Program model for individual chapters, including but not limited to:

- Organize, plan and facilitate an Alumni Chair/Alumni Relations Training Workshop
- Advise undergraduate Chapter Alumni Chairs on alumni programs and initiatives:
  - Serve as the primary SLL advisor to the individual chapter Alumni Chair. Foster an environment of purpose-based action and alumni programming for the chapter.
  - Advise chapter on a well-balanced alumni program that meets the expectations of the Five Pillars of Excellence in Greek Assessment and Awards Program.
  - Provide Alumni event planning suggestions for chapter Founders Day, milestone events, IU traditions weekends, Senior recognition and lifetime commitment ceremony, and alumni recognition awards and ceremonies.
- Advise Chapter Newsletter creation and training.
- Provide list of pertinent resources and information topics to be included on the chapter website and social media sites.

Coordinate the creation and electronic distribution of two IU Fraternity and Sorority Alumni Newsletters

- IU Greek Advisor newsletter—sent to internal F/S alumni volunteers currently working with their chapters sharing best practices (1 or 2 per semester)
- External IU Fraternity & Sorority Alumni e-Newsletter blast—sent to over 30,000 IU Greek Alumni via IU Alumni Association distribution network (once per semester)

Student Life and Learning Expectations:

- Participate in Greek Team meetings, attend some evening and weekend programs, public speaking on behalf of Student Life and Learning as needed. Attend Student Life and Learning staff meetings if available.
- Assist with implementing the Greek Assessment and Awards Program.
- Maintain a patient, open and accepting attitude when working with students and other staff.
- Foster an environment that promotes inclusion.

**Site Supervisor for Practicum Experience**

Name: Judy Downey  
Address: Student Life & Learning, IMU—Room 371 in the Student Activities Tower  
Phone: 812-856-2604  
E-mail: jsdowney@indiana.edu