



2008 Annual Leadership Conference Intern Application

SELECTION:

Eight (8) student staff members will be selected, with preference given to those:

- **Undergraduates:** who are currently active in a leadership role within their Greek community, and must be enrolled as a full-time undergraduate student.
- **Graduate Students:** who are planning a career in student affairs, especially working with Greeks, and must be enrolled in a graduate program in any field of study.

TRAINING AND DEPARTURE:

Staff training will begin Tuesday, April 8, 2008 at 3:00 PM. Individuals selected for staff *must* attend this training. All staff members may depart Sunday, April 13, 2008, after 2:00 PM. Please note that Interns will miss four days of classes.

RESPONSIBILITIES:

The conference intern responsibilities may include, but are not limited to:

- Introducing speakers
- Posting & removing signage
- Facilitating Roundtable discussions
- Working conference registration
- Assisting with banquets and meals
- Assisting the Audio-Visual department
- Assisting with Special Events, Silent Auction, Awards, and Exhibitors
- Providing exemplary customer service to all attendees: students, professionals, exhibitors, presenters, and Inter/National representatives

BENEFITS:

The benefits of serving as conference staff member include:

- Meeting/escorting VIPs
- Interacting with national officers/staff and campus based professionals
- Learning about conference planning & management
- Connecting with other Greek leaders

COMPENSATION:

WRGA will cover your registration fee and the cost of your shared hotel room while you are on-site for training as well as during the conference (April 8-13). In addition, all meals from Tuesday night thru Sunday afternoon, with the exception of Saturday's dinner, are paid for by the Association. Travel to and from the conference are the responsibility of the Intern.

CONDUCT AND DRESS:

Individuals selected as Conference Interns will be expected to behave in a professional manner at all times throughout training and the conference, as they are chosen to represent the Association. Professional dress is required when functioning as a staff member. Comfortable shoes are *strongly* recommended.

RECOMMENDATION AND RESUME:

A letter of recommendation from your supervisor (graduate applicants) or University Official (undergraduate applicants – Greek Advisor preferred) and a copy of your resume must be included with your application.

APPLICATION AND SELECTION PROCESS:

- The selection process will begin January 15th and will continue until the positions have been filled
- Applications received by the January 15th deadline will receive priority review
- Send all documents together, however, the letter of recommendation must be sent directly by the recommender
- A committee of professionals will review the applications. The committee reserves the right to conduct phone interviews or reference checks to complete the selection process
- Applicants will be notified by February 21, 2008 of their status

Applications should be EMAILED no later than January 15, 2008 to:

Cori Hammock at
cori@wrgaonline.org

Please submit Cover Sheet, Essay Question Responses, and Resume as one document, subject line: WRGA Intern Application

Letters of Recommendation should be sent separately via email to Cori Hammock.

Questions may be directed to Co-Directors of Meetings & Banquets
Jennifer Leung (757) 221-3441 or
Cori Hammock (206) 543-1810



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In a separate document, type the following information as your cover sheet:

- Name:
- Graduate or Undergraduate Student:
- Address:
- Cell Phone:
- E-Mail:
- Fraternity/Sorority Affiliation, if applicable:
- List any Leadership Conferences you have previously attended, including dates of attendance:

Undergraduate:

Institution:

Major/Area of Study:

Expected Graduation Date:

Graduate Students:

Undergraduate Institution:

Undergraduate Major:

Graduate Institution:

Field of Study:

Expected Graduation Date:

Letter of Recommendation Contact Information (Supervisor/University Official):

- Name:
- Title:
- Phone Number:
- E-Mail:

Essay Question Responses:

Applicants must answer the following questions. Your responses to the six questions should, in total, be no longer than 3 pages single spaced.

1. Describe your experience with event or conference planning.
2. Describe your current responsibilities (as a student leader or graduate student). How have those responsibilities prepared you for this role as conference intern?
3. Why do you want to be an intern for the WRGA Leadership Conference?
4. The position as intern can be described as team-oriented, task-oriented, customer-focused, time-intensive, and fast-paced. Please describe how you work in these situations.
5. What do you hope to gain from this experience and how will it benefit you in the future?
6. What do you feel you can contribute to the WRGA Conference Staff?

Before submitting your application, please make sure you have included the following:

- Completed cover sheet
- Essay questions (no more than 3 pages single spaced)
- Contact information for Reference (University Official, Greek Advisor, or Current Supervisor)
- Resume

The following item must be sent separately:

- Letter of Recommendation

Incomplete applications will not be accepted – applicants will receive an email upon receipt.



2008 Annual Leadership Conference Intern Letter of Recommendation

Thank you for taking the time to recommend _____ for the position of Intern for the Western Regional Greek Association Leadership Conference, we very much appreciate and value your input.

Interns are an integral part of our Conference Staff; they provide much of the on-site support as we strive to provide an exemplary leadership development opportunity to Fraternity/Sorority leaders and professionals in the Western Region. Successful applicants should demonstrate the ability to work well with other students as well as student affairs professionals in a fast paced setting. Due to the vast array of events, programs, and projects occurring concurrently, successful interns will need to be able to take direction from supervisors as well as demonstrate the ability to think critically and address issues as they arise. Conference Interns will be very visible members of the Conference Staff, for which strong communication skills (including public speaking), high standards of professionalism, and the ability to provide outstanding customer service are necessary.

In your letter please evaluate the applicant in the following areas, citing specific examples when possible:

- Work Ethic
- Ability to take direction
- Ability to work as a team member
- Public Speaking
- Customer Service
- Critical Thinking
- Any additional information that you feel will help in our selection process.

Please send your letter of recommendation directly to Cori Hammock, WRGA Co-Director of Banquets and Meetings, via email at cori@wrgaonline.org by January 15, 2008; please put in the subject line WRGA Letter of Recommendation.

If you have any questions regarding the roles and responsibilities of WRGA Leadership Conference Interns, please do not hesitate to contact Co-Directors of Meetings & Banquets: Jennifer Leung (757)221-3441 or Cori Hammock (206) 543-1810.