

# Alpha Delta Pi Intern Program

The Executive Office Internship Program is a 6-week summer experience for undergraduate members. Many previous interns were attracted to the non-profit industry and came from various areas of study such as Business, Marketing, Public Relations, Education, and History.

Our interns call Executive Office home during their stay in Atlanta and will travel to our founding location in Macon, GA to visit Wesleyan College, the Cannonball House, and Rosehill Cemetery.

We are willing to work with any level college student and there is no requirement to be on the Executive Board or an officer within your chapter to apply. In fact, we strongly encourage emerging leaders to apply for this summer experience. This is an unpaid internship, though we welcome the opportunity to award academic credit.

## **Opportunities during the Executive Office Internship may include but are not limited to:**

- Educational workshops about Alpha Delta Pi and personal development
- Assisting with the preparation, execution, and “behind-the-scenes” work for either Leadership Seminar or Grand Convention
- Gaining knowledge of and working with the Alpha Delta Pi Foundation
- Assisting with Expansion efforts and our new colonizations
- Meeting with current and past Grand Council members and International Officers
- Assisting in the development of Alpha Delta Pi marketing materials
- Being given the chance to lead Alpha Delta Pi projects
- Volunteering with the local Ronald McDonald House Charities
- Learning the roles and responsibilities of Executive Office staff and International Officers
- Working with the archivist on various historical documents
- Assisting with receptionist duties



ENTRANCE



# Frequently Asked Questions

## What are the dates of the program?

The internship typically starts the week of Memorial Day and goes through the first or second week of July.

## Can I come late or leave early from the internship?

We're understanding of your other commitments and the internship can be flexible on dates, based on the candidate's availability. Interns' hours are typically 9 a.m. until 4 p.m., Monday through Friday.

## I'm a freshman. Am I still eligible to apply?

Yes, we accept any level college student and welcome the opportunity for underclassmen sisters to learn more about the International Organization as an Alpha Delta Pi intern.

## Is housing provided?

Yes, housing is provided at Executive Office; there are living quarters upstairs and the interns reside together in the bunkroom. You would only need to pay for necessities, groceries, and anything you do during your free time.

## What is the attire during work hours?

Business casual is perfect for most work days.

Interns can wear jeans and t-shirts when packing for Leadership Seminar/ Convention or doing other such jobs.

## What do we do for transportation?

Transportation is the responsibility of the interns and you may bring your car. The women who have cars generously offer others rides and the other interns chip in for gas. We will certainly not leave you stranded! If you fly to Atlanta, we will pick you up at the airport and take you back for your departure.

## Are meals provided?

Meals are not provided, but interns have use of a kitchen and may prepare meals.

## How do I obtain college credit?

If you wish to obtain college credit, you must make the proper arrangements with your university. Any requirements of Alpha Delta Pi must be approved by the Executive Director or Intern Coordinator in advance.

