

PURPOSE

The Legal Intern will have the opportunity to build a foundation for their career as a legal professional in the nonprofit sector. They will assist with conducting legal research, draft summary findings, and work on legal projects related to contracts, risk management, corporate governance, and housing operations for Kappa Kappa Gamma Fraternity and the Fraternity Housing Corporation (FHC).

DEPARTMENT

Human Resources

ESSENTIAL FUNCTIONS

Perform legal research in various areas of law, including nonprofit law, higher education law, DEI laws, property law, tax law, constitutional law, and state-specific procedural laws.

Draft legal memoranda regarding the research and prepare a summary of findings.

Research applicable law, analyze, and provide recommendations based on research results.

Assist with due diligence processes, which may include researching, analyzing, drafting communications, proofreading, and appraising various legal documents.

Assist with the reviewing and tracking university contracts, leases and land ownership. Collect and catalog all agreements.

Assist with the internal disability accommodation process. Conduct research related to the Fair Housing Act and similar state laws.

Assist with the review of House Board Bylaws and chapter Standing Rules.

Confirm tax-exempt statuses and IRS reporting for House Boards. Confirm that state incorporation requirements have been met as applicable. Provide reinstatement guidance when necessary.

Assist with research and support related to local house corporation annual/special meetings, dissolution processes, and successful transitions to the FHC.

Interact with members, volunteers, staff and the public.

Work on legal and department projects as needed.

Perform other duties as assigned.

PREFERRED EDUCATION AND EXPERIENCE

- Currently enrolled in law school with at least one year of study already completed.
- Knowledge of principals, practices, methods, and materials of legal research and analysis.
- Passion and interest in nonprofit law, contract law, and/or property law.
- Ability to research legal issues and present a clear and logical argument and statement of facts and law.
- Ability to work full time in the summer with the potential opportunity to work part time (approximately 15–20 hours per week) throughout the school year.