

## Xavier University Internship Quick Facts

### Not One Size Fits All

Xavier does not have one universal internship program. Each department has different requirements for students.

- Most often, internships are elective for students with the majority of students not registering for academic credit.
  - Many departments do not have an internship requirement or offer an internship course.
  - A student's course load at Xavier may be so regimented that student cannot afford to register for any additional credits.

### Recruitment Cycle

Students are always looking for internships just as employers are always looking for interns.

- Not one set time for anyone to start- it's largely based upon your need and the student's schedule.
- We are not regimented in a co-op/internship cycle but we do share with students and employers a helpful timetable that will enable both parties to have somewhat better success.
  - ✓ Post opportunities in mid-summer to October for Fall interns
  - ✓ Post opportunities in October – February for Winter/Spring interns
  - ✓ Post opportunities in February – June for Summer interns
- Students know they need to act fast to grab the internships as they are posted on our online system, eRecruiting.
- Utilize the timeframe above to identify the academic cycle for Xavier students and when to best post opportunities to grab their attention.

### Posting Internships

Xavier University only post paid internship/unpaid externships (not for profit only) opportunities to our eRecruiting job board. The Career Services Center offers the following two options for posting your internship opening:

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#### **ONE – BEST OPTION FOR MAXIMUM RECRUITMENT**

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You can gain direct access to eRecruiting to post positions, review resume books, review and accept applicants, and communicate with the Career Services Center and candidates. To initiate this process, follow these easy steps:

1. Click on the following link to access the employer login page: <http://xavier.erecruiting.com/emp/sblogin>.
  2. Select "Create an Account"
  3. Enter your email address and click "Submit". This will assure that you don't unknowingly already have an account with eRecruiting.
  4. Fill in all other required fields and click the "Submit" button.
  5. Select the link to "Request Access" to Xavier University.
  6. Then click "Send" to email the access request to the Career Services Center.
- At this point your position will be pending and the Career Services Center will review your request.
  - If accepted, you will be notified by email promptly. Once you receive a reply granting access, you will be able to use Xavier University's eRecruiting system and can start your recruiting activity online.
  - The system will allow you to post jobs/internships, search resume books, review and accept applicants, view a calendar of events, communicate with candidates and keep in touch with Xavier. A "Quick Start Guide for Employers" will be attached to this email for your reference.

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## Two

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1. Go to the Career Services Center website at <http://www.xavier.edu/career/employers>.
2. Click on the “employers” tab on the left. Then click on “Job/Internship posting.”
3. Please complete this form and submit it.

The position will be posted within 1 to 3 business days. This option will not allow direct employer access to eRecruiting to review online resume books or to use other recruiting tools which are part of eRecruiting.

**All positions will remain active for 8 weeks or until the application deadline indicated by your company. If you have questions about paid internship/unpaid externships (not for profit only) opportunities or hosting on campus interviewing, please contact Julie Ridge, Employer Relations Specialist at 513-745-3140 or [ridgej@xavier.edu](mailto:ridgej@xavier.edu). You can also find information in our [eRecruiting Access Request Guide](#).**

### **Typical Hours and Pay**

Xavier interns mostly work full time in the summer but those who can work during the year take part in part-time internships of 8-20 hours/week.

- Paid internship/unpaid externships (not for profit only) opportunities are posted on [eRecruiting](#) .
- Unpaid internships are listed in a binder located in our office, available to students Monday - Friday during our office hours.
- Hourly requirements for internship courses vary by department. Students must evaluate this prior to agreeing to take the position.

### **Consultation Services**

Upon request, recruiters may schedule consultations services with a career services staff person to create a custom recruitment strategy

<b>Career Services Center</b>	<b>Williams College of Business Professional Development Center</b>
Services students within the Colleges of <a href="#">Arts &amp; Sciences</a> and <a href="#">Social Sciences, Health &amp; Education</a>	Services students within the <a href="#">Williams College of Business</a>
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### **Additional links for your consideration**

[Xavier University Job & Internship Posting Policy](#)

[Xavier University Catalog \(Curriculum\)](#)

[DOL Intern Payment Fact Sheet on for Profit Private Sector Employers](#)