INTERNATIONAL QUICK FACTS

NOT ONE SIZE FITS ALL
Xavier has a hybrid internship program model.
- Career Development Office serves as the centralized point of contact for events and postings.
- Each major/department has different requirements for students who seek to gain academic credit for their practical experience (i.e. internship).
  - Xavier University confers academic credit for experiential education opportunities and as such, students must meet all eligibility requirements.
  - A student’s course load may not allow him/her to register for any additional credits.
  - The student will need to initiate the credit process with Xavier University.

RECRUITMENT CYCLE
Students are always looking for internships just as employers are always looking for interns.
- No one set time for anyone to start- it’s based upon your need and the student’s schedule.
- Xavier is not regimented in a co-op/internship cycle, however, here is a helpful timetable.
  Post opportunities:
  - June – October for Fall interns
  - October – February for Winter/Spring interns
  - February – June for Summer interns

TYPICAL HOURS & PAY
Xavier interns usually work full time in the summer and part-time (8-20 hours/week) during the academic year. Total hours worked requirements for internship credit vary by major/department.
- Paid internship/unpaid externships (not for profit only) opportunities are posted on eRecruiting.
- Unpaid internships with for-profit employers must meet U.S. Dept. of Labor FLSA guidelines.

POSTING INTERNSHIPS
Xavier University only posts paid internship/unpaid externships (not for profit only) opportunities to our eRecruiting online job board. The Career Development Office offers the following two options:

ONE – BEST OPTION FOR MAXIMUM RECRUITMENT

Gain direct access to eRecruiting to post positions, review resume books, review and accept applicants, and communicate with the Career Development Office and candidates.
  1. Click on the following link to access the employer login page: http://xavier.erecruiting.com/emp/sblogin.
  2. Select “Create an Account” and follow the prompts.

- Your position will be pending and the Career Development Office will review your request.
If accepted, you will be notified by email. 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. A “Quick Start Guide for Employers” will be attached for your reference.

2. Click on “Job/Internship posting.”
3. Click on the “Online Submission Form” link.

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

All positions will remain active until the end of a 6-month job cycle. If you would like to edit the apply start and apply end date, please contact the Career Development Office at 513-745-3141 or employer@xavier.edu.

Fall Cycle: July 1 – December 31
Spring Cycle: January 1 – June 31

If you have questions about internship opportunities or hosting on campus interviewing, please contact Julie Ridge, Employer Relations Specialist at 513-745-3141. You can also find information in our eRecruiting Access Request Guide.

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

XAVIER UNIVERSITY JOB & INTERNSHIP POSTING POLICY

Experiential Opportunities: Visual Snapshot

Practical Experiences/Research/Internships Structure

- Required – faculty point person
  - Biology, Education, Entrepreneurship, International Studies, Nursing, Occupational Therapy, Psychology (graduate students only), Philosophy, Politics & the Public (honors prog.), Radiologic Tech, Social Work

- Encouraged – faculty point person
  - Art, all Business majors, Chemistry, Classics, Communication Arts, Criminal Justice, Economics, English, History, International Affairs, Physics, Political Science, Sociology, Sports Management/Marketing, Theology

- Co Op Experience – Computer Science