



## **PART 2: Student Coordinator Position Requirements and Compensation**

### **Xavier University agrees to:**

- Provide the Coordinator with an hourly wage of \$9.00 broken down as follows: Spring 150 hours/\$1350.00 and Summer 343 hours/\$3087.00.
- Provide housing (valued at \$850) for the Coordinator on the campus of Xavier University for the duration of the internship.
- Provide the Student Coordinator with a food stipend (valued at \$900) for the duration of the internship.
- Provide a framework and guidance for the Coordinator to fulfill all required tasks.

### **The Coordinator agrees to:**

- Work 5- 10 hours per week prior to the beginning of the internship.
- Work approximately 35 hours per week during the internship period at Xavier University. Work is not allowed to exceed 40 hours per week.
- Plan and coordinate marketing for summer interns.
- Plan and implement intern and agency interviews.
- Plan, coordinate and implement intern training and orientation.
- Plan, coordinate and implement weekly reflection sessions.
- Develop a safe environment for reflection and connection with group members.
- Facilitate the development of a community environment for the interns.
- Abide by all policies of Peace & Justice Programs and report any concerns to the Associate Director.
- Plan and participate in site visits with agency and intern.
- Plan and participate in the ongoing training, reflection, and community development components of the internship. This includes, but is not limited to, training sessions, regular reflection sessions, assigned reading, reflection papers, community dinners, and other activities as deemed necessary by the administrators of the internship. (These activities will require approximately 5-10 hours per week, usually consisting of one afternoon and weeknight per week and other meetings as necessary).  
Live in housing provided by Xavier University on campus in a community with other service interns.
- To abide by all Residence Life policies while living on campus.
- Neither take classes nor accept additional employment during the summer portion of the internship.
- Implement pre- and post-internship surveys, as well as any other surveys, for grant purposes.
- Actively facilitate a final evaluation, presentation, reflection assignment, and reporting within one week of the end of the internship.

## **PART 3: References**

**References:** Please select two references, with at least one reference being an XU staff or faculty member. These references should know of your service and leadership activities/interests. Each reference must complete the attached Recommendation Form. Recommendation Forms must be faxed or mailed directly to Summer Service in Peace & Justice Programs:

Xavier University  
C/O Peace & Justice Programs  
3800 Victory Parkway  
Cincinnati, Ohio 45207-2910  
Attention: Summer Service

Phone: 513-745-3330  
Fax: 513-745-3371

## PART 4: Questions

**Directions:** Please type responses to the following questions or prompts on a separate sheet of paper and attach them to your completed application form. Please answer each question thoroughly. If you have additional questions please contact Angela Gray with any questions 745-3330 or [graya3@xavier.edu](mailto:graya3@xavier.edu)

- 1. Service, Leadership, and Involvement:** Please list any past service, leadership activities/positions, clubs, work and other experiences you believe may be relevant to this experience. Use table on page 3 to list these experiences.
- 2. Reflection:** Explain the importance of guided reflection during a service immersion experience. What experience, if any, do you have in leading or participating in reflection? How will you incorporate this in your role as Student Coordinator? What techniques or approaches do you find most beneficial?
- 3. Community:** The interns live together each summer in a community. What experience have you had living for an extended time in community? What lessons have those experiences taught you? Name (3) ways you would facilitate community among the interns.
- 4. Advertising:** As student coordinator you will have the job of publicizing the intern applications. Describe which methods you would use to best accomplish this.
- 5. Training:** Interns will receive training from the Summer Service Program before starting at their agencies. What would you deem essential aspects of this training considering the program emphasizes community, service, reflection, and social justice? Offer three training activities to demonstrate those aspects.
- 6. Leadership:** As interns work throughout the summer and become fatigued at their agencies, how would you plan on motivating them?
- 7. Personal Essay:** Write an essay addressing your expectations, reasons for wanting the position, and how you hope to grow personally.

