Thank you for your interest in becoming an Office of Student Involvement Intern. Enclosed you will find the necessary information to apply for an involvement internship. Please read the information carefully prior to submitting your application.

Our hope for the process in 2015 is to identify four (4) Student Involvement interns. Two (2) interns will focus on leadership development and work with Molly Dugan and two (2) interns will focus on student organizations and programming and work with Dustin Lewis or Crystal Guffey. The interns will have individual projects and smaller or paired-group projects.

Please feel free to contact us with any questions:

Molly Dugan, Assistant Director of Student Involvement for Leadership & Orientation (duganm@xavier.edu, 513-745-3754)

Dustin Lewis, Associate Director of Student Involvement (lewisd6@xavier.edu, 513-745-4888)

Crystal Guffey, Student Organizations Coordinator (guffeyc@xavier.edu, 513-745-4250)

**Intern Application Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 30, 2015</td>
<td>Applications Available Online</td>
<td></td>
</tr>
<tr>
<td>Wednesday, April 15, 2015</td>
<td>Applications Due Online</td>
<td></td>
</tr>
<tr>
<td>April 20-24, 2015</td>
<td>Individual Interviews Student Involvement</td>
<td>GSC 210</td>
</tr>
<tr>
<td>By April 27, 2015</td>
<td>OSI Intern offers will be made</td>
<td></td>
</tr>
</tbody>
</table>

**Application Process**

1. Review the attached position descriptions in full.
2. Submit the One App. Find it online at [www.xavier.edu/oneapp](http://www.xavier.edu/oneapp).
   a. For candidates that have already completed the One App during the 2014-2015 academic year, please skip to step 3. **Do not resubmit the One App if you have already done so this year.**
3. Email xuinvolvement@xavier.edu to indicate your interest and position preference (Leadership Development or Student Organizations & Programming).
4. Sign-up online for an interview.
   a. **Interviews will take place April 20th – 24th**
   b. Interview sign-ups will be found by visiting [www.xavier.edu/leadership](http://www.xavier.edu/leadership), then clicking on the tab on the left for Involvement Interns.
   c. **Please note: if you would like to be considered for both a leadership development and a student organization and programming position, you must sign up for TWO interview slots—one for each position type.**
5. Arrive on time for your interview in the Office of Student Involvement, Gallagher 210.

**Applicant Notification**

1. Applicants will be notified by April 27, 2015 of their standing.
2. Applicants will have at least 48 hours to accept or decline the position offered.

**The Purpose and Vision of the Office of Student Involvement**

The Office of Student Involvement facilitates learning and social integration by providing students with experiences in leadership development, student organizations, campus events, and orientation.

We believe that, through involvement, individuals discover their passions and develop their strengths to lead a purposeful life.

Discover. **Develop. Lead.**

*To be considered for a position, your One App must be received by 5:00pm on Wednesday, April 15, 2015. For applicants that have already completed the One App, your email indicating your interest must be received by the same deadline.*
Student Involvement Interns 2015-2016
Position Descriptions

Term: August 24, 2015 – April 29, 2016

Hours: 6 -8 office hours/week plus events and meetings (varies by position)

Pay: $8.10/hour (minimum wage) for office hours

Requirements and Qualifications

1. Must be enrolled as a full-time Xavier undergraduate for the duration of employment.
2. Must be in good standing with the University. Good standing includes both discipline and academic standing, and for this purpose is defined as follows:
   a. Not on University probation
   b. Not on Residence Life probation
   c. Any previously assigned conduct sanctions were completed on time
   d. Cumulative GPA of 2.75 or higher through spring semester 2016
3. Must have strong verbal and written communication skills, Xavier event planning experience, and ability to take initiative and work independently.
4. Candidates must demonstrate an interest in the work of the Office of Student Involvement and the ability to develop and implement programs for a variety of audiences.
5. Prior leadership and campus involvement experience is preferred.
6. Knowledge of Adobe Creative Suite is preferred.
7. Must abide by university policies and regulations.
8. Must be eligible to work in the United States.

All Intern Responsibilities

- Complete your assigned Intern projects (see focus area descriptions)
- Be fully present for all Intern events and meetings
- Support and assist other Interns with projects
- Support and assist with OSI events and projects, which include but are not limited to:
  - Family Weekend
  - Admission Events such as X-Days
  - Club Day
  - Spring Involvement Fair
  - The Muskies
  - Emerging Leaders Retreat
  - Student Organizations Academy
  - Leadership Week
  - Student Leadership Assembly at All Honors Day
- Serve as a primary user for OSI social media accounts (i.e. Facebook, Twitter, Instagram, and OrgSync)
- Maintain privacy with all student records and confidential information
- Provide general support for the OSI staff
- Meet all deadlines
- Keep accurate records; at times, confidentiality and discretion are a must for these roles
- Other duties as assigned

Leadership Development Focus Area

Emerging Leaders
- Coordinate Emerging Leaders Initiative, weekly first-year program, which includes:
  - Creating promotional material for the program
  - Facilitating recruitment
  - Developing content for sessions
  - Assisting with facilitation of sessions
  - Serving as the main contact for ELI participants
- Coordinate Emerging Leaders Retreat, which includes:
  - Developing promotional material for the event
Contacting departments/offices to gain support and nominations
Managing the nomination/registration process
Developing and/or revising content for the retreat
Assisting with facilitating the retreat
Providing logistical support for the retreat

Must have a general interest in first and second year leadership development.

Sophomore Leadership Challenge
 Coordinate the Sophomore Leadership Challenge, including:
 Creating promotional material for the program(s)
 Facilitating recruitment
 Developing content for sessions
 Assisting with facilitation of sessions
 Generating creative ways to enhance the “challenge” for participants
 Serving as the main contact for participants

General
 Plan and implement Leadership Week 2016.
 Create general leadership development opportunities for upper-class students.
 Support research and benchmarking efforts regarding Xavier’s leadership development curriculum.
 Provide general support to the Assistant Director for Leadership & Orientation.
 Note: must be available on Monday evenings from 6-8pm for ELI and SLC facilitation.

Student Organizations & Programming Focus Area A

Programming
 Coordinate Constitution Day
 Coordinate activities with student organizations
 Develop display and promotional materials for Constitution Day
 Document Xavier’s participation in Constitution Day (government-required)
 Monthly Heritage Month/Awareness Display Boards
 Create and implement Student Involvement programming, including history/heritage/awareness month participation and co-sponsorship opportunities with direction from the Associate Director.

Student Organizations
 Coordinate the Student Organization Academy
 Develop academy sessions and recruit volunteers
 Coordinate logistics for the event
 Facilitate the execution of the program and post-assessment surveys
 Coordinate The Muskies Student Organization Awards
 Develop promotional materials
 Manage award submissions and selection
 Coordinate event logistics

OrgSync Trainings
 Co-develop OrgSync trainings for student organization officers and member
 Co-facilitate OrgSync trainings

Coordinate Student Organization Leader Trainings
 Develop and facilitate Student Organization Leader Training series
 Promote training sessions to student organizations and coordinate registrations
 Manage program logistics and assess learning from the participants

Assist with Advisor Training Sessions
 Develop content and co-facilitate sessions with Advisors
 Research best practices at other institutions

Assist with Student Organization Handbook & Advisor Manual Updates
 Research best practices at other institutions
 Edit updates throughout the handbook and manual
 Produce new content for the handbook and manual

Club of the Week Program
 Select organizations, communicate with group leaders and publish a weekly club of the week post

General
 Support research and benchmarking efforts regarding student organizations and programming.
 Provide general support to the Associate Director of Student Involvement.
<table>
<thead>
<tr>
<th><strong>Student Organizations &amp; Programming Focus Area B</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Programming</strong></td>
</tr>
<tr>
<td>- Assist with <em>Club Day</em></td>
</tr>
<tr>
<td>- Provide staffing and support</td>
</tr>
<tr>
<td>- Assist with <em>Student Organization Workshop</em></td>
</tr>
<tr>
<td>- Prepare training materials</td>
</tr>
<tr>
<td>- Track attendance</td>
</tr>
<tr>
<td>- Assist with <em>Student Organization Academy</em></td>
</tr>
<tr>
<td>- Provide staffing and support</td>
</tr>
<tr>
<td>- Assist with logistics for the event</td>
</tr>
<tr>
<td>- Coordinate the <em>Spring Involvement Fair</em></td>
</tr>
<tr>
<td>- Coordinate student organization registration</td>
</tr>
<tr>
<td>- Develop promotional materials and signage</td>
</tr>
<tr>
<td>- Provide staffing and support for welcome table</td>
</tr>
<tr>
<td>- Coordinate rewards/giveaway/prize program for student participants</td>
</tr>
<tr>
<td><strong>Student Organizations</strong></td>
</tr>
<tr>
<td>- <em>Week of Welcome</em></td>
</tr>
<tr>
<td>- Post schedules and other advertisement</td>
</tr>
<tr>
<td>- Photograph various events</td>
</tr>
<tr>
<td>- Document happenings on social media and OrgSync</td>
</tr>
<tr>
<td>- Assist with 2016 submissions</td>
</tr>
<tr>
<td>- Recruit student organizations and Xavier offices to collaborate on events and programs</td>
</tr>
<tr>
<td>- OrgSync Community</td>
</tr>
<tr>
<td>- Manage news feed and promotions</td>
</tr>
<tr>
<td>- Create content for 'Presidents Club'</td>
</tr>
<tr>
<td>- Build OrgSync online community conversations</td>
</tr>
<tr>
<td>- OrgSync Relaunch</td>
</tr>
<tr>
<td>- Develop and facilitate year one of two year program to relaunch OrgSync, focus evolving OrgSync as a tool for student organization management</td>
</tr>
<tr>
<td>- Develop year two to relaunch OrgSync, focus on marketing OrgSync as an involvement tool for the general student body</td>
</tr>
<tr>
<td>- Club Connections Newsletter Column</td>
</tr>
<tr>
<td>- Write monthly column about management, OrgSync, or other relevant topics for student organizations</td>
</tr>
<tr>
<td>- Campus Kiosks</td>
</tr>
<tr>
<td>- Collect and post flyers weekly</td>
</tr>
<tr>
<td><strong>General</strong></td>
</tr>
<tr>
<td>- Assist in building student organization resources.</td>
</tr>
<tr>
<td>- Help build a community and social media presence among student organizations.</td>
</tr>
<tr>
<td>- Provide general support to the Student Organizations Coordinator.</td>
</tr>
</tbody>
</table>