To be considered for a position, your One App must be received by 5:00pm on March 27, 2017. For applicants that have already completed the One App, your email indicating your interest must be received by the same deadline.
Term: School Year: August 21, 2017 – April 27, 2018
Summer: May 29, 2017-September 9, 2017

Hours: School Year: 8 office hours/week plus events and meetings
Summer: 15 office hours/week plus events and meetings

Pay: $8.15/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 2018
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. Interns MUST be available for the following, unless there is a class conflict:
  - Family Weekend (Friday, October 20 & Saturday, October 21)
  - Admission Events such as X-Days (TBA, will be divided)
  - Club Day (Wednesday, August 30)
  - Student Organizations Academy (Saturday, September 9)
  - Winter Club Day (Wednesday, January 17)
  - The Muskies (Spring Semester, TBA)
  - Others as needed by OSI staff
- 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
  - Contacting departments/offices to gain support and nominations
  - Managing the nomination/registration process
  - Developing and/or revising content for the retreat
  - Training a team of facilitators for the retreat and assisting with facilitation of it
  - Providing logistical support for the retreat
  - Note: ELR 2018 will take place from January 26-27, 2018
- 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 2018.
- 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 (Academic Year)

Programming
- Assist with Week of Welcome
  - Post schedules and other advertisement
  - Photograph various events
  - Document happenings on social media and OrgSync
- Assist with Club Day
  - Be available to work the event, Wednesday, August 30, 2017, 9am-3pm
  - Provide staffing and support
- Assist with Student Organization Workshops
  - Prepare training materials
  - Track attendance
- Assist in Coordination of the Student Organization Academy
  - Be available to work the event Saturday, September 9, 2017, 9am-4:30pm
  - Develop academy sessions and recruit volunteers
  - Coordinate logistics for the event
  - Facilitate the execution of the program and post-assessment surveys
- Coordinate the Winter Club Day
  - Be available to work the event Wednesday, January 17, 2018, 9am-3pm
  - Manage student organization registration
  - Provide staffing and support for welcome table
  - Coordinate rewards/giveaway/prize program for student participants
- Coordinate the Winter Week of Welcome
  - Manage event registration
  - Coordinate logistics for the event
- Coordinate The Muskies Student Organization Awards
  - Develop promotional materials
  - Manage award submissions and selection
  - Coordinate event logistics
- Club of the Week Program
  - Select organizations, communicate with group leaders and publish a weekly club of the week post

**Student Organization Resources**

- OrgSync Community
  - Reference and help maintain club registration information
  - Manage forms

- Club Connections Newsletter
  - Create monthly newsletter about management resources, OrgSync, or other relevant topics for student organizations

- Social Media
  - Source and post content for OSI and clubs social media

- Club Reporting
  - Manage club Mid-Year and Year End Report collection
  - Process and compile data from OrgSync forms and Excel spreadsheets

**General**

- Assist in building student organization resources
- Help maintain and build community and social media presence among student organizations
- Support research and benchmarking efforts regarding student organizations and programming
- Provide general support to the Student Organizations Coordinator

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**Student Organizations & Programming Focus Area (Summer)**

**Programming**

- Coordinate *Week of Welcome*
  - Recruit vendors
  - Manage event registration
  - Assist in developing schedule
  - Coordinate logistics
  - Assist with promotional materials and communications
  - Post schedules and other advertisement
  - Photograph various events
  - Document happenings on social media and OrgSync

- Coordinate *Club Day*
  - Be available to work the event, Wednesday, August 30, 2017, 9am-2pm
  - Manage student organization registration
  - Coordinate logistics for the event

- Assist with *Student Organization Workshop* and *Advisor Workshop*
  - Prepare training materials
  - Track attendance

- Coordinate the *Student Organization Academy*
  - Be available to work the event Saturday, September 9, 2017, 9am-4:30pm
  - Develop academy sessions and recruit volunteers
  - Coordinate logistics for the event
  - Facilitate the execution of the program
  - Facilitate/Co-facilitate a session

**Student Organization Resources**

- Year End Report Processing
  - Process and compile data from OrgSync forms and Excel spreadsheets

- Social Media
  - Source and post content for OSI and clubs social media

- Student Organization Resource Room
  - Create resources for student leaders
  - General organization and yearly clean-up

- OrgSync Community
  - Reference and help maintain club registration information
  - Manage forms

**General**

- Assist in building student organization resources
- Help maintain and build community and social media presence among student organizations
- Support research and benchmarking efforts regarding student organizations and programming
- Provide general support to the Student Organizations Coordinator