Xavier University
Summer Service INTERN COORDINATOR
Position Description & Qualifications 2018

Please read this document carefully and note all required qualifications!

**Summer Service Intern Coordinator** (1 Position)

**Term:** Spring semester (January – May 20) and Summer Internship (May 21 – August 3)

**Hours:**
- 150 hours during Spring Semester – somewhat flexible on timing of hours
- 25-30 paid hours per week in summer for office program management
- 5-10 paid hours weekly in community and intern activities
- 5-10 hours per week participating in reflection activities and planning
  (remuneration: food stipend/ housing accommodations)

**Important Dates:**
- Group Interviews – January 30 & 31, 5:00pm – 11:00pm (both dates)
- Agency Interviews – February 28 & March 1, 5:00pm – 9:00pm (both dates)
- Coordinator Move-In to Brockman - May 5 or 6 (tentative)
- Coordinator Training prep – May 7 - May 21
- Coordinate Intern Move-in – all day, May 21
- Intern Welcome and First Meeting – 6:00 p.m., May 21
- Assist in leading the Intern Training
  - Overnight Retreat – May 22 – May 23
  - Training – May 24 – May 25
- Coordinate and lead Solidarity Saturday – May 26 or June 2 (majority of day)
- Community Activity Day – June 23 (all day and evening)
- Holiday (Unpaid) - July 4
- Reflection Sessions every Wednesday at 5:30 p.m., beginning on May 30
- Reflection Sessions every Monday at 6:00 p.m., beginning on June 4
- Community activities vary in summer, but typically occur in evenings and on weekends
- Weekly Student Coordinator follow-up meetings throughout the Internship
- Follow-up and discussion with interns (ongoing)

**Remuneration:**
- In return for program management: an hourly wage of $9.00 will be paid bi-weekly, with total potential (spring and summer) earnings of $5,000 before taxes.
- In return for attendance and active participation in Reflection activities, community events, and leadership/facilitation as assigned: you will receive on-campus housing, valued at $1600.00, and a stipend (paid in 3 installments over May 21 – July 27), valued at $900.

**General Coordinator Responsibilities:**
- Attend meetings and complete tasks to prepare for summer internship
- Assist with facilitating Intern Candidate Group Interviews
- Assist with Agency Interview Night preparation and execution
- Assist with planning, logistics, coordination, and implementation of Intern Training
- Help to plan and lead reflection sessions for interns
- Facilitate community activities and programming (group activities, 1-on-1 “dates”, etc.)

(Continued on next page →)
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(General Coordinator Responsibilities continued):

- Create a safe environment for reflection/connection with interns – lead with vulnerability
- Challenge interns in conversations around justice to help them grow
- Hold 1-on-1 check-in meetings with each intern 1-2 times during the summer
- Collect and track timesheets and contact hours from all Interns & record in Excel database
- Meet regularly with Program Coordinator and communicate consistently
- Support Program Coordinator with completion of all duties related to SSI
- Communicate with Interns weekly to assess the services performed that week at their assigned agency
- Maintain reports regarding services performed by Interns
- Engage SSI community members in planning and implementation of reflections, dinners and activities
- Plan and attend (with Program Coordinator’s help) agency site visits
- Record student attendance at all Reflection Sessions and pertinent Community Activities
- Other duties as assigned

Coordinator Qualifications:

- Demonstrates enthusiasm to be “a man or woman for and with others” who will continue to make working for justice an integral part of his/her life.
- Demonstrates the ability to work on a team, in a community environment, ability to share insights and reflect on experiences.
- Demonstrates a high degree of interest in and experience with fostering leadership skills in all interns
- Demonstrate qualities of reliability, responsibility, confidence, sincerity, enthusiasm, friendliness, flexibility and patience.
- Carry at least a 2.5 GPA or higher.
- Background as a Resident Assistant, Peer Leader/Mentor, or Peer Supervisor is preferred.

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This student coordinator role is intended to be more than a job. It is a life changing experience. Many community building activities are structured into the program to provide opportunities for the intern community to learn and grow together. In order to effectively cultivate a meaningful summer, jobs, classes, and commitments outside of the program are not permitted.