Fall Semester
Usability & Communication Intern

Supervisor: Head of User Experience and Assessment

Time Commitment: Three options that can be discussed during interview
1. 1 credit hour – 45 hours spread over the semester
2. 2 credit hours – 90 hours spread over the semester
3. 3 credit hours – 145 hours spread over the semester

Schedule: Student and Supervisor set a firm schedule for Fall Semester 2020

Location: Xavier University, Cincinnati, Ohio (and remotely if necessary)

Deadline: Applications will be under review after July 1 / Open until position is filled

Responsibilities

- Launch a library Instagram account and regularly post on Instagram
- Develop engaging Twitter ideas and regularly Tweet
- Monitor the Xavier University Parents Facebook page
- Serve as a member of the User Experience (UX) Advisory Group
- Help design and conduct usability tests on library services, especially in regards to any library services adjustments during the COVID-19 pandemic
- Assist with the creative aspects during the implementation of a redesigned University Library website
- Possibly develop or learn to develop webpages for University Library website
- Write features for the University Library website
- Create professional looking physical or digital signs for library marketing to be displayed in McDonald Library and Conaton Learning Commons (possibly across campus)
- Assist with YouTube projects that might include but not limited to script writing and operating equipment from Digital Media Lab
- Assist in marketing high relevance/low use items and services to include those items housed in special collections and archives
This position comes with photography opportunities. The Intern will also be given opportunities to suggest ideas and projects that the Intern would like to work on to both strengthen University Library as well as the personal portfolio. For example, create library READ posters.

This internship is for credit and is an unpaid position.

Qualifications

- A professional attitude
- Ability to follow through on a firm work schedule that the student helps create
- Excellent communication skills, both written and verbal (especially communication skills with supervisor and other library staff)
- Self-motivated and flexible
- Strong social media skills
- Demonstrated graphic design skills are not required but are preferred
- Strong editing and proofreading skills are highly desirable
- Comfortable learning basic web design
- Strong proficiency in Microsoft Office or Google Suite

About University Library

Vision: Xavier University Library advances academic success, nurtures intellectual exploration, promotes community engagement, and encourages innovation and creativity.

Mission: As a dynamic partner in upholding Xavier University's mission, the University Library, guided by experienced and knowledgeable staff, supports teaching, learning and discovery; creates, acquires, organizes, disseminates, and preserves rich collections; facilitates scholarly activities; and fosters a culture of collaboration and experimentation.

How to Apply

Applicants must submit a resume and cover letter to greenj11@xavier.edu with the subject of “Communications Internship Application.” This position will be open until filled.