



Fall Semester

Content Producer/Writer/Multimedia Storyteller Intern

Supervisor:	Head of User Experience and Assessment
Time Commitment:	Three options that can be discussed during interview <ol style="list-style-type: none">1. 1 credit hour – 45 hours spread over the semester2. 2 credit hours – 90 hours spread over the semester3. 3 credit hours – 145 hours spread over the semester
Schedule:	Student and Supervisor set a firm schedule for Fall Semester 2022
Location:	Xavier University, Cincinnati, Ohio
Deadline:	Applications will be under review after July 18 / Open until position is filled

Job Summary

For our fall semester 2022 internship position, which has the option to extend into spring, University Library is looking for a content producer and storyteller. A student who

- has a passion for telling stories in unique ways over multiple platforms to include social media;
- has an interest with interviewing people and researching a range of subjects, diving deep into details, and having a creative growth mindset;
- is looking for a writing and storytelling experience;
- is striving to develop excellent written and verbal communication skills; and
- is willing to own projects from the pitch phase through final delivery and will handle writing proposals, coordinating logistics when necessary, interviewing, scripting, and editing.

Weekly Responsibilities

- Maintain and regularly post to University Library's Instagram and Twitter accounts
- Periodically monitor the Xavier University Parents Facebook page
- Serve as a member of the University Library's User Experience (UX) Advisory Group

General Project Responsibilities

This internship is not only about what University Library needs, but also about what you need to become successful in the field of work you are pursuing (and to help you build your resume!). We care about your career growth and strive to work with you to develop projects that will promote University Library and help you to develop into a better-rounded professional and enable you to take on more complex tasks in the future. We hope you infuse each project idea or pitch with a variety of the following skills.

- Research - similar to how a journalist would research online, recording the raw information and distilling the key insights
- Write - scripts for interviews or possible videos, blog posts (with byline), Instagram and Twitter content, library signage, etc.
- Collaborate - work with library users, library staff and student employees to develop authentic, and engaging articles, presentations, and stories
- Storytelling – create and share the “the library’s stories” with the campus community
- Untangle – work with the Head of User Experience and Assessment to navigate and decipher library jargon from its website or physical space into more consumable content for library users
- Promotion – identify key library services and resources (high relevance/low use items and services) and create targeted messaging to promote those services and resources

This internship is for credit and is an unpaid position.

Required Qualifications

- An understanding of Xavier’s Gifts of Our Ignatian Heritage and how to infuse those gifts into created content or the internship in general
- A professional attitude
- Ability to follow through on a firm work schedule that you help to create
- Excellent communication skills, both written and verbal, with a supervisor and a professional staff
- Self-motivated, flexible, and the ability to navigate ambiguity
- Strong social media skills

Desired Qualifications

- Video and/or photography content creation experience with the ability or desire to learn and use the equipment from the Digital Media Lab
- Strong editing and proofreading skills are highly desirable

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.