



Fall Semester Communication Intern

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| 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 2021 |
| Location: | Xavier University, Cincinnati, Ohio (and remotely if necessary) |
| Deadline: | Applications will be under review after July 1 / Open until position is filled |

Responsibilities

- Maintain and regularly post to library Instagram and Twitter accounts
- Periodically monitor the Xavier University Parents Facebook page
- Serve as a member of the User Experience (UX) Advisory Group
- Help design and conduct usability tests focused on library services or focused on gathering data that might influence the design for the upcoming renovation of the McDonald Library building
- Create professional looking physical or digital signs for library marketing to be displayed in McDonald Library and Conaton Learning Commons (possibly across campus)
- Assist in marketing high relevance/low use items and services to include those items housed in special collections and archives

Other Responsibilities

This internship is not only about what the library needs, but also about what you need to become successful in the field of work you are pursuing (and to help you build that resume!).

- Do you want to be a writer? We could focus projects on that skill. Maybe you could write features and blog posts published on the library's website.
- Do you want to create video content? We could focus projects on that skill. We are now adding more video content to our website.
- Do you want to work with social media? Sky's the limit here!

- We could also focus your projects on web design, graphics, photography, event planning and event promotion, etc. What ideas do you have?

This internship is for credit and is an unpaid position.

Required 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

Desired Qualifications

- Demonstrated graphic design skills and creativity (You will be asked to present work during an interview)
- Strong editing and proofreading skills are highly desirable
- Ability or desire to learn and use the equipment from the Digital Media Lab

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.