

STUDENT EMPLOYEE SPOTLIGHT



Advice from Caitlyn to other Xavier students, "Don't be afraid to step outside of your comfort zone, this is when you can recognize what you are truly capable of. Take a moment to be thankful for the theology and philosophy classes here at Xavier as they are teaching us how to think, this is best preparing us for the real world. Lastly, soak up every moment of the Xavier experience, four years will never be enough."

Say Hello to Caitlyn Gaugler!

Caitlyn is a current Senior, majoring in Marketing.

Caitlyn has worked for 1 year for the Office of Student Involvement as a Student Organization's Intern. "I am in charge of being the main communicator to the 150 plus student clubs and organizations on campus. It is my responsibility to ensure they are building a brand name for themselves and meeting the Baseline requirements to maintain good status."

In her role she mentions, "I assisted with coordinating Student Organization Academy, a one-day exclusive conference last fall for my peers to learn from campus experts about best practices when it comes to running a student group. I confirmed speakers and excited academy-goers by leveraging my personal and professional relationships with professors and classmates. I have frequently been the mouthpiece of the Office of Student Involvement, monitoring and responding to inquiries through our office email account. I have been trusted to write replies to emails and even review the monthly newsletter. For Family Weekend, I was the sole student attendant, comfortably checking-in families and answering their off-the-cuff questions about campus."

I started working in the OSI my freshman year and quickly learned how much of the work within OSI is team-based, since it takes a village to help student organizations succeed. I quickly befriended all nine of the professional staff in our office, and offered to assist wherever I was needed to best assist the office that day. I also heavily increased my excel skills. Much of my role involves approving form submissions and tracking event creations in EngageXU. I was able to create new ways to better interpret the data and make more informed decisions."

Caitlyn says, "One accomplishment I am proud of is creating our Student Leader Transition Guide. I was given the opportunity to head up research of other universities who have paved the way in these

workshops. I created our presentation and updated the transition guides for the student leaders. I was even given the opportunity to help present at the workshops with the students. Another accomplishment was the initiative to build and disseminate fillable tracking tools for student officers to track their own progress for each semester's Baseline requirements. Baseline is a looming commitment that clubs are required to fulfill and the tools I created help ease this burden on the student leaders and allow for a more approachable and organized approach."

Congratulations Caitlyn for being nominated for the 2025 Student Employee of the Year!