Student Involvement Creative Design Lead 2021-2022
Application Information

Thank you for your interest in becoming the Office of Student Involvement Creative Design Lead. Enclosed you will find the necessary information to apply for this paid internship. Enclosed you will find the necessary information to apply for the internship. Please read the information carefully prior to submitting your application.

Our hope for this process is to identify one (1) Creative Design Lead focused on graphic design that will be supervised by Dustin Lewis, Associate Director for Student Involvement (lewisd6@xavier.edu). This role is continuing through the summer and fall of 2021 as well as spring of 2022.

Intern Application Timeline

Monday, March 15, 2021   Applications Available   Online via Handshake
Friday, April 2, 2021   Applications Due by 5pm   Online via Handshake
April 7-9, 2021   Individual Interviews   Zoom Video Call (Online)
*Sign-up Online at www.xavier.edu/leadership*
Week of April 12, 2021   Applicants will be notified of the position decision

Application Process

1. Review the attached position descriptions in full.
2. Submit the application on Handshake. Find it online at https://xavier.joinhandshake.com/.
3. Sign-up online for an interview.
   a. Interviews will take place on April 7-9, 2021
   b. Interview sign-ups will be found by visiting www.xavier.edu/leadiership, then clicking Involvement Internships in the navigation bar.
   c. Scroll down to sign up for an interview
   d. Click on the Creative Design Lead Intern link

Applicant Notification

1. Applicants will be notified the week of April 12 of their standing.
2. Applicants will have at least 48 hours to accept or decline the position offered.

The Purpose and Vision of the Office of Student Involvement

The Office of Student Involvement facilitates learning and social integration by providing students with experiences in leadership development, student organizations, campus events, and orientation.

We believe that, through involvement, individuals discover their passions and develop their strengths to lead a purposeful life.

Discover. Develop. Lead.

To be considered for a position, your application must be received by 5:00pm on April 2, 2021.
Student Involvement Creative Design Lead 2021-2022

Position Description

Term:
Summer: May 10, 2021 – August 15, 2021
School Year: August 16, 2021 – April 29, 2022 (tentative)

Hours:
Summer: anticipated average of 10-12 hours/week
School Year: anticipated 8 office hours/week

Pay:
$9.30/hour

Creative Design Lead Responsibilities

• Office of Student Involvement, Gallagher Student Center and Commuter Services departmental materials
  o Office brochures, flyers, signage, posters, bulletin boards, other print work and infographics
  o Leadership development program promotions: Emerging Leaders Retreat, first-year leadership experience, Ignatian Leaders Program, etc
  o Departmental program designs: Week of Welcome, Club Day, Family Weekend, Student Org Academy, etc
• Office brand management
  o Brand development (Discover, Develop, Lead; mission statement)
  o Brand use guide
• Web and social media
  o Office website management and weekly updates – primarily focused on graphics and themed looks
  o Support social media graphics with the student Social Media Manager
• Other designs as requested

All Intern Responsibilities

• Complete your assigned Intern projects (see focus area descriptions below)
• Be fully present for all Intern events and meetings
• Support and assist other Interns with projects
• Support and assist with OSI events and projects. Interns MUST be available for the following unless there is a class conflict (please note that these dates are tentative and will be finalized in early summer):
  o Club Day (Wednesday, August 25)
  o Student Organizations Academy (Sunday, August 29 and Sunday, September 12)
  o Family Weekend (Weekend of October 15-17 or 22-24)
  o Admissions Events such as X-Days (TBA, will be divided among interns)
  o Winter Club Day (anticipated Wednesday, January 26)
• Serve as a content contributor for OSI social media accounts
• Maintain privacy with all student records and confidential information
• Provide general support to the OSI staff
• Meet all deadlines and keep accurate records

Requirements and Qualifications

1. Must be enrolled as a full-time Xavier undergraduate for the duration of employment.
2. Must be in good standing with the University. Good standing includes both discipline and academic standing, and for this purpose is defined as follows:
   a. Not on University probation
   b. Not on Residence Life probation
   c. Any previously assigned conduct sanctions were completed on time
   d. Cumulative GPA of 2.50 or higher through spring semester 2022*
3. Must have strong experience in graphic design, advanced skills with Adobe Creative Suite, verbal and written communication skills, and ability to take initiative and work independently.
4. Candidates must demonstrate an interest in the work of the Office of Student Involvement and the ability to develop and implement programs for a variety of audiences.
5. Prior leadership and campus involvement experience are preferred.
6. Proficiency using Microsoft Office products, with special attention to Excel
7. Knowledge of Adobe Creative Suite or Canva is preferred.
8. Must abide by university policies and regulations.
9. Must be eligible to work in the United States.

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The Office of Student Involvement, Gallagher Student Center, and Commuter Services cares about your success as a student. In order to support your success, we have eligibility requirements for most roles and experiences with our office. These requirements are meant to support your ability to manage your course expectations and stay in good standing with the University. If you are interested in a role or position and do not meet the eligibility requirements, we encourage you to submit a request for exemption to the position supervisor.