



### Student Involvement Creative Design Lead 2023-2024 Position Description

- Term:** Summer: May 8, 2023 – 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:** \$10.60/hour

#### Creative Design Lead Responsibilities

- Office of Student Involvement, Gallagher Student Center and Commuter Services departmental materials
  - Office brochures, flyers, signage, posters, bulletin boards, other print work and infographics
  - Leadership development program promotions: Emerging Leaders Retreat, Arrupe Leaders program, Ignatian Leaders Program, etc
  - Departmental program designs: Week of Welcome, Club Day, Family Weekend, Student Org Academy, etc
- Office brand management
  - Brand development (Discover, Develop, Lead; mission statement)
  - Brand use guide
- Web and social media
  - Office website management and weekly updates – primarily focused on graphics and themed looks
  - 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):
  - Club Day (Wednesday, August 30)
  - Student Organizations Academy (Sunday, September 10)
  - Family Weekend (Weekend of October 20-22)
  - Admissions Events such as X-Days (TBA, will be divided among interns)
  - Winter Club Day (anticipated Wednesday, January 10)
- 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 Xavier undergraduate for the duration of employment.
2. Applicants can have a second internship but must be able to accommodate OSI internship hours between 8:30am-5pm Monday through Friday.
3. 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 2023\*
4. Must have strong verbal and written communication skills, Xavier event planning experience, and the ability to take initiative and work independently.
5. 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.
6. Prior leadership and campus involvement experience are preferred.
7. Proficiency using Microsoft Office products, with special attention to Excel
8. Significant experience with Adobe Creative Suite is required.

*To be considered for a position, your application must be received by 12:00pm on April 3, 2023.*



STUDENT INVOLVEMENT  
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COMMUTER SERVICES

9. Must abide by university policies and regulations.
10. Must be eligible to work in the United States.

\*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.

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