Thank you for your interest in becoming an Office of Student Involvement Intern. Enclosed you will find the necessary information to apply for an involvement internship. Please read the information carefully prior to submitting your application.

Our hope for this process is to identify three (3) Student Involvement interns. One (1) interns will focus on leadership development and work with Deb Ayoade, one (1) intern will focus on student organizations and programming and work with Dustin Lewis, and one (1) intern will focus on supporting the Peer Mentor and Orientation programs and work with Liz Rumball. The interns will have individual projects and smaller or paired-group projects.

Please feel free to contact us with any questions:

Liz Rumball, Assistant Director for Orientation & Transition Programs (rumballe@xavier.edu, 513-745-3754)
Deb Ayoade, Assistant Director for Activities & Leadership (ayoaded@xavier.edu, 513-745-4250)
Dustin Lewis, Associate Director (lewisd6@xavier.edu, 513-745-4888)

**Intern Application Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 23, 2020</td>
<td>Applications Available</td>
</tr>
<tr>
<td>Friday, April 3, 2020</td>
<td>Applications Due by 5pm</td>
</tr>
<tr>
<td>April 13-17, 2020</td>
<td>Individual Interviews</td>
</tr>
<tr>
<td></td>
<td><em>Sign-up Online</em></td>
</tr>
<tr>
<td>Week of April 27, 2020</td>
<td>OSI Intern offers will be made</td>
</tr>
</tbody>
</table>

**Application Process**

1. Review the attached position descriptions in full.
2. Submit the application on Handshake. Find it online at [https://xavier.joinhandshake.com/](https://xavier.joinhandshake.com/).
3. Sign-up online for an interview.
   a. Interviews will take place on April 14-20, 2020
   b. Interview sign-ups will be found by visiting [www.xavier.edu/leadership](http://www.xavier.edu/leadership), then clicking on the tab on the right for Involvement Interns.
   c. Please note: if you would like to be considered for more than one of the positions, you must sign up for an interview for EACH position.
4. Please download Zoom video chat software for your interview.

**Applicant Notification**

1. Applicants will be notified the week of April 27, 2020, of their standing.
2. Applicants will have at least 48 hours to accept or decline the position offered.
3. Positions begin August 24, 2020 (except the summer organizations intern).

**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.*
Student Involvement Interns 2020-2021
Position Descriptions

Term: School Year: August 24, 2020 – April 30, 2021
Hours: School Year: 8 office hours/week plus events and meetings
Pay: $8.70/hour (minimum wage) for office hours

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 2.75 or higher through spring semester 2020
3. Must have strong verbal and written communication skills, Xavier event planning experience, and the 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.

All Intern Responsibilities

- Complete your assigned Intern projects (see focus area descriptions)
- 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:
  - Club Day (Wednesday, September 2)
  - Student Organizations Academy (Saturday, September 12)
  - Family Weekend (Friday, October 23 & Saturday, October 24)
  - Admission Events such as X-Days (TBA, will be divided)
  - Winter Club Day (Wednesday, January 20, 2021)
  - Others as needed by OSI staff
- Serve as a primary user for OSI social media accounts (i.e. Facebook, Twitter, Instagram, and CampusGroups)
- Maintain privacy with all student records and confidential information
- Provide general support for the OSI staff
- Meet all deadlines
- Keep accurate records; at times, confidentiality and discretion are a must for these roles
- Other duties as assigned
Leadership Development Focus Area

Emerging Leaders (ELR)
- Coordinate Emerging Leaders Retreat, which includes:
  - Developing promotional material
  - Contacting departments/offices to gain support and nominations
  - Managing the nomination/registration process
  - Developing and/or revising content for the retreat
  - Assisting in the training of facilitators for the retreat
  - Providing logistical support for the retreat
  - Note: ELR 2020 will take place from November 13-15, 2020 (date subject to change)
- Must have a general interest in first and second-year leadership development.

Sophomore Leadership Challenge (SLC)
- Coordinate the Sophomore Leadership Challenge, including:
  - Creating promotional material for the program(s)
  - Facilitating recruitment
  - Developing content for sessions
  - Assisting with facilitation of sessions
  - Generating creative ways to enhance the "challenge" for participants
  - Serving as the main contact for participants

General
- Create general leadership development opportunities for upper-class students.
- Support research and benchmarking efforts regarding Xavier’s leadership development curriculum.
- Provide general support to the Assistant Director for Leadership & Activities.
- Note: must be available on Wednesday evenings from 6-8pm for SLC facilitation.

Student Organizations & Programming Focus Area

Programming
- Assist with Week of Welcome
  - Post schedules and other advertisements
  - Photograph various events
  - Document happenings on social media and Campus Groups
- Assist with Club Day
  - Be available to work the event, Wednesday, September 2, 2020, 8am-3pm
  - Provide staffing and support
- Assist with Student Organization Workshops
  - Prepare training materials
  - Track attendance
- Assist in Coordination of the Student Organization Academy
  - Be available to work the event Saturday, September 12, 2020, 9am-4:30pm
  - Develop academy sessions and recruit volunteers
  - Coordinate logistics for the event
  - Facilitate the execution of the program and post-assessment surveys
- Coordinate the Winter Club Day
  - Be available to work the event Wednesday, January 20, 2021, 9am-3pm
  - Manage student organization registration
  - Provide staffing and support for the welcome table
  - Coordinate rewards/giveaway/prize program for student participants
- Coordinate the Winter Week of Welcome
  - Manage event registration
  - Coordinate logistics for the event

Student Organization Resources
- CampusGroups Community
  - Reference and help maintain club registration information
  - Manage forms
- Social Media
  - Source and post content for OSI social media
- Club Reporting
  - Manage club Mid-Year and Year-End Report collection
  - Process and compile data from CampusGroups forms and Excel spreadsheets
**General**
- Assist in building student organization resources
- Help maintain and build community and social media presence among student organizations
- Support research and benchmarking efforts regarding student organizations and programming
- Provide general support to the Associate Director for Student Involvement
Orientation & Transition Program

Orientation Program Support

- Event Creation & Execution
  - Assist the Assistant Director in the creation and execution of Transfer & APEX orientation programs
  - Create communication for Transfer and APEX students
- Recruitment and Selection
  - Lead efforts in creating promotional materials to recruit Manresa Core & Orientation Team for Fall 2021
  - Track applications and manage recruitment through the One App
  - Support selection logistics as needed by the Assistant Director
- Evaluation and Assessment
  - Support program evaluation and assessment with both Core, the Orientation Team, and First-Year students
  - Support research and benchmarking efforts regarding Orientation initiatives
  - Make recommendations based on results

Transition Program Support

- Communication
  - Create and send the Peer Mentor Weekly email and GroupMe update
  - Manage the Peer Mentor Canvas page
  - Curate social media posts for the Peer Mentor program
  - Regularly check the Peer Mentor email account and coordinate appropriate responses
  - Provide updates and communicate important information to Goa instructors and Goa program coordinators
- Support and Referrals
  - Provide support and coaching for Peer Mentors as needed, including offering appropriate referrals to program coordinators and/or offices/departments
  - Make appropriate referrals for first-year students to offices/departments as needed
- Recruitment and Selection
  - Lead efforts in creating promotional materials to recruit Peer Mentors for 2021-2022
  - Track applications and manage recruitment through the One App
  - Support selection logistics as needed by the Assistant Director
  - Support Peer Mentor and Goa section matching process
- Evaluation and Assessment
  - Support program evaluation and assessment with both Peer Mentors and First-Year students
  - Support research and benchmarking efforts regarding Peer Mentor initiatives
  - Make recommendations based on results
- Training
  - Work with the Assistant Director to develop the Fall and Spring trainings for all Peer Mentors
  - Develop content for the sessions based on Goa lesson plans and other needs of Peer Mentors
  - Facilitate pieces of training as designated
  - Track attendance at training
  - Meet with Peer Mentors who cannot attend training to provide the materials
  - Create content for summer online training materials in Canvas

Other Program Support

- Senior Week
  - Recruit Seniors for the Senior Planning Committee
  - Manage Senior Week social media accounts throughout the year
  - Work Grad Fair
- Arrupe Leaders
  - Tracking project progression
  - Email based communication to the leaders & coaches
  - Marketing materials for the Project Celebration in the Spring Semester
  - Assisting the Assistant Director in the success of the program

General

- Coordinate Peer Mentor thank-you item including purchasing process
- Manage needed supplies for program, making supply purchases as needed
- Provide general support to the Assistant Director as needed with program management
- Provide general office support to the Assistant Director for Orientation & Transition
- Must have a general interest in first year student transition and development