Student Involvement Interns 2021-2022
Application Information

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 two (2) Student Involvement interns. One (1) intern will focus on leadership development with Deb Ekeke and one (1) intern will focus on student organizations and programming with Dustin Lewis. The interns will have individual projects and smaller or paired-group projects.

Please feel free to contact us with any questions:

Deb Ekeke, Assistant Director for Activities & Leadership (ekeked@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>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 15, 2021</td>
<td>Applications Available</td>
<td>Online via Handshake</td>
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<tr>
<td>Friday, April 2, 2021</td>
<td>Applications Due by 5pm</td>
<td>Online via Handshake</td>
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<tr>
<td>April 7-9, 2021</td>
<td>Individual Interviews</td>
<td>Zoom Video Call (Online)</td>
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<tr>
<td>Week of April 12, 2021</td>
<td>OSI Intern offers will be made</td>
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*Sign-up Online at www.xavier.edu/leadership*

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/leadership, then clicking Involvement Interns in the navigation bar.

   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.

Applicant Notification

1. Applicants will be notified the week of April 12, 2021, of their standing.
2. Applicants will have 48 hours to accept or decline the position offered.
3. Positions begin August 16, 2021 (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 2021-2022
Position Descriptions

Term: School Year: August 16, 2021 – April 29, 2022 (pending changes to the Academic Calendar)
Hours: School Year: 8 office hours/week plus events and meetings
Pay: $8.80/hour (minimum wage) for office hours

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

Leadership Development Focus Area

Emerging Leaders Retreat (ELR)
• Coordinate Emerging Leaders Retreat, which includes:
  o Developing promotional material
  o Contacting departments/offices to gain support and nominations
  o Managing the nomination/registration process
  o Developing and/or revising content for the retreat
  o Assisting in the training of facilitators for the retreat
  o Providing logistical support for the retreat
  o Tentative dates are January 28-30, 2022
• Must have a general interest in first and second-year leadership development.

First-Year Leadership Experience
• Coordinate our first-year leadership program, which includes:
  o Creating promotional material for the program
  o Facilitating recruitment
  o Developing content for sessions
  o Co-facilitation of sessions
  o Generating creative ways to enhance the experience for participants
  o Serving as the main contact for participants

General
• Support research and benchmarking efforts regarding Xavier's leadership development curriculum.
• Provide general support to the Assistant Director for Leadership & Activities.
• We anticipate launching a brand new leadership program, called the Ignatian Leadership Program, geared towards rising Juniors. This role will support this initiative.
  • Note: must be available on Wednesday evenings from 6-8pm for workshops.

Student Organizations & Programming Focus Area

Programming
• Assist with Week of Welcome
  o Post schedules and other advertisements
  o Photograph various events
  o Document happenings on social media and EngageXU
• Assist with Club Day
  o Be available to work the event, Wednesday, August 25, 2021, 8am-3pm
  o 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 August 29 & September 12, 9am-4:30pm (two Sundays – split to diffuse crowd)
  - 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 26, 2022, 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**

- EngageXU 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 EngageXU 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

**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 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.

*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.