Thank you for your interest in becoming an Office of Student Involvement Intern. Enclosed you will find the necessary information to apply for our summer involvement internship, focused on supporting student organizations. Please read the information carefully prior to submitting your application.

Please feel free to contact the supervisor with any questions:
Dustin Lewis, Associate Director (lewisd6@xavier.edu, 513-745-4888)

Please note, the Office of Student Involvement will be hiring additional interns for the 2020-2021 academic year. Those applications will be considered separately from this particular summer role.

**Intern Application Timeline**

<table>
<thead>
<tr>
<th>Monday, March 23, 2020</th>
<th>Applications Available</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, April 3, 2020</td>
<td>Applications Due by 5pm</td>
<td>Online</td>
</tr>
<tr>
<td>April 13-17, 2020</td>
<td>Individual Interviews</td>
<td>Zoom Video Call (Online)</td>
</tr>
<tr>
<td>Week of April 27, 2020</td>
<td>OSI Summer Intern Made</td>
<td></td>
</tr>
</tbody>
</table>

*Dustin will email you to schedule*

**Application Process**

1. Review the attached position description 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 April 13-17, 2020**
   b. Dustin will contact applicants about scheduling for an interview
4. Please download Zoom video chat software for your interview.

**Applicant Notification**

1. Applicants will be notified the week of April 27, 2020.
2. Applicants will have at least 48 hours to accept or decline the position.
3. Position begins Monday, May 18, 2020 (can be slightly negotiated)

**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.*
Position Description

Term: Summer: Monday, May 18, 2020 – September 12, 2020
Hours: Summer: 15 office hours / week plus events
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 is preferred.
6. Knowledge of Adobe Creative Suite or Canva is preferred.
7. Must abide by university policies and regulations.
8. Must be eligible to work in the United States.
9. Applicants can have a second internship but must be able to accommodate OSI internship hours between 8:30am-6pm Monday through Friday.

All Intern Responsibilities

- Complete your assigned Intern projects (see focus area description)
- 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:
  - Some of the events during Week of Welcome (Monday, August 24 – Tuesday, September 1)
  - Club Day (Wednesday, September 2)
  - Student Organizations Academy (Saturday, September 12)
- 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

Student Organizations & Programming Focus Area (Summer)

Programming

- Coordinate Week of Welcome
  - Recruit vendors
  - Manage event registration
  - Assist in developing schedule
  - Coordinate logistics
  - Assist with promotional materials and communications
  - Post schedules and other advertisement
  - Photograph various events
  - Document happenings on social media and CampusGroups
- Coordinate Club Day
  - Be available to work the event, Wednesday, September 2, 2020, 9am-2pm
  - Manage student organization registration
  - Coordinate logistics for the event
- Assist with Student Organization Workshop and Advisor Workshop
  - Prepare training materials
  - Track attendance
- Coordinate 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
- Facilitate/Co-facilitate a session

**Student Organization Resources**

- **Year-End Report Processing**
  - Process and compile data from OrgSync forms and Excel spreadsheets

- **Student Organization Resource Room**
  - Create resources for student leaders
  - General organization and yearly clean-up

- **CampusGroups Community**
  - Reference and help maintain club registration information
  - Manage forms

**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