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 2021-2022 academic year. Those applications will be considered separately from this particular summer role.

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  OSI Summer Intern offer will be made

Application Process

1. Review the attached position description 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 April 7-9, 2021
   *Sign-up Online at www.xavier.edu/leadership*

Applicant Notification

1. Applicants will be notified the week of April 12, 2021, of their standing.
2. Applicants will have at least 48 hours to accept or decline the position.
3. Position begins Monday, May 10, 2021 (exact date can be 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 10, 2021 – September 12, 2021
Hours: Summer: 15 office hours / week plus events
Pay: $8.80/hour (minimum wage) for office hours

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 EngageXU
- Coordinate Club Day
  - Be available to work the event, Wednesday, August 25, 2021, 8am-3pm
  - 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 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
  - Facilitate/Co-facilitate a session

Student Organization Resources
- Year-End Report Processing
  - Process and compile data from EngageXU forms and Excel spreadsheets
- Student Organization Resource Room
  - Create resources for student leaders
  - General organization and yearly clean-up
- EngageXU 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

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 16 – Tuesday, August 24)
  - Club Day (Wednesday, August 25)
  - Student Organizations Academy (Sundays, August 29 and September 12)
- Serve as a primary user for OSI social media accounts (i.e. Facebook, Twitter, Instagram, and EngageXU)
- 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
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-6pm 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 2022*
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. Knowledge of Adobe Creative Suite or Canva is preferred.
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.