

Student Involvement Summer Intern 2023 Position Description

Term: Summer: Tuesday, May 30, 2023 – September 10, 2023
Hours: Summer: 15 office hours / week plus events
Pay: \$10.10/hour (Student Worker Level I)

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 30, 12pm-6pm
 - 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 September 10, 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 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 21 – Tuesday, August 29)
 - Club Day (Wednesday, August 30)
 - Student Organizations Academy (Sunday, September 10)
- Serve as a contributor 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-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. 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.