Graduate Intern for Leadership Development  
August 2021 – May 2022

Term:  
August 16, 2021 – December 3, 2021  
January 10, 2022 – May 6, 2022

Hours:  
4 days each week  
20 in-person office hours/week  
8:30am - 5:00pm, Monday-Friday

Remuneration:  
Approximately $3,200.00 paid hourly each semester (taxes withheld)

In the Office of Student Involvement, Gallagher Center, and Commuter Services, we believe that leadership is values-driven, influential, collaborative, purposeful, and learnable. The Ignatian Leadership Program (ILP) is a new initiative for rising juniors, launching in the Spring of 2022. The program will focus on developing leaders who embody the Jesuit traditions of service, justice, reflection, and discernment while promoting community building, the development of professional presence, and self-awareness.

Specific Duties:  
The Graduate Intern for Leadership Development will primarily focus on coordinating the Ignatian Leaders Program (ILP). One (1) Graduate Intern will be selected based on proven leadership experience, their potential to contribute to the office's mission and development, and their knowledge of leadership development theory.

The Graduate Intern will support leadership development programming through:

- Working collaboratively with the Assistant Director for Leadership & Activities to organize the Emerging Leaders Retreat, the Preparing for Ethnic Diversity to Rise and Organize (PEDRO) Retreat, the Ignatian Leadership Program, and other leadership initiatives.
- Developing content for and facilitating leader training sessions.
- Ongoing assessment and benchmarking of all leadership development programs
- Working with Graphic Design Student Intern to develop promotional material
- Recruiting participants for ongoing leadership programming
- Establishing the nomination/application process
- Tracking participation through CampusGroups platform
- Disseminating communication and alerts through the CampusGroups platform
- Presenting to incoming students about leadership development programs during orientation
- Participating in one-on-one meetings with the Assistant Director for Leadership & Activities for program planning, troubleshooting, and personal evaluation
- Submitting feedback and recommendations for further development of leadership programs.

General Duties:

- Participating in ongoing staff in-services and training sessions
- Serving as a member of the Office of Student Involvement, Gallagher Center, and Commuter Services team and represents the office to students and other stakeholders (faculty, staff, and community partners).
- Support and assist with office events and projects. The Graduate Intern should be available for the following unless there is a class conflict:
  - Club Day (Wednesday, August 25th)
  - Student Organizations Academy (Sunday, August 29th and Sunday, September 12th)
  - Family Weekend (Friday, October 15th – Sunday, October 17th)
  - Winter Club Day (Wednesday, January 19th)
  - Emerging Leaders Retreat (Friday, January 28th – Sunday, January 30th)
  - Student Leadership Assembly (Saturday, April 23rd)
  - Others as needed by OSI staff
- Other duties as assigned

Apply before midnight on June 1, at https://app.joinhandshake.com/jobs/4607236.  
For more information about our leadership programs, please visit http://xavier.edu/leadership/.
Qualifications:

- Ability to work in-person throughout the duration of the internship
- Enrolled in a graduate program in higher education, counseling, student development, leadership studies, or related field.
- Entering second year in graduate coursework at an accredited university
- Eager to contribute to the mission of the Office of Student Involvement, Gallagher Student Center, and Commuter Services.
- Demonstrated understanding of social justice, multiculturalism, cross-cultural communication, racism, sexism, heterosexism, homophobia, classism, ableism, anti-Semitism, etc.
- Demonstrated ability to effectively manage time and multiple projects
- Proven experience working cooperatively as part of a team
- Ability to plan, present, and facilitate student leadership workshops
- Strong interpersonal skills, ability to communicate effectively in one-on-one and group settings

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