Summer Graduate Intern for Leadership Development
May 2021 – August 2021

Term: May 10, 2021 – August 16, 2021
Position may be renewable for full academic year

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

Remuneration: Approximately $2,800.00 paid hourly (taxes withheld)
University housing available, if needed

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 Summer Graduate Intern for Leadership Development will focus on developing the core curriculum for the Ignatian Leaders Program (ILP). One (1) Graduate Intern will be selected based on proven leadership experience, their potential to contribute to the mission and development of the office, and their knowledge of leadership development theory.

The Graduate Intern will support the Ignatian Leadership Program through:
- Work collaboratively with the Assistant Director for Leadership & Activities
- Develop programming, curriculum, and logistics for the program
- Work with graphic design student intern to develop promotional material
- Establish the nomination/application process for sophomore students
- Participate in the National Jesuit Student Leadership Conference
- Participate in one-on-one meetings with the Assistant Director for Leadership & Activities for planning, troubleshooting, and coaching/personal evaluation.
- Submit feedback and recommendation for further development of leadership programs.
- Other duties as assigned

General duties:
- Conduct assessment and benchmarking of all leadership development programs
- Present to incoming students about leadership development programs during orientation
- Participate in ongoing staff in-services and training sessions
- Work collaboratively with other departmental staff and colleagues in other departments of the Division of Student Affairs

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

Apply before midnight on April 20, at https://app.joinhandshake.com/jobs/4606950.
For more information about our leadership programs, please visit http://xavier.edu/leadership/.