



STUDENT INVOLVEMENT  
GALLAGHER STUDENT CENTER  
COMMUTER SERVICES

**Graduate Intern for Leadership Development  
August 2022 – July 2023**

- Term:** July 1, 2022 – July 31, 2023
- Hours:** 20 hours/week  
9am-5pm, Monday-Friday  
Some nights and weekends will be required
- Remuneration:** Approximately \$10,000.00 paid hourly (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, which launched in the Spring of 2022. The program focuses 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 focus on developing the core curriculum for the Ignatian Leaders Program, while contributing to the ongoing leadership efforts of the office. 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 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.
- Providing 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.
- Escort students to the National Jesuit Student Leadership Conference (one week in June or July).
- Tracking participation through CampusGroups platform.
- Disseminating communication and alerts through the CampusGroups platform.
- Presenting to incoming students about leadership development programs during orientation.
- Attending one-on-one coaching sessions with the Assistant Director for Leadership & Activities for program planning, troubleshooting, and personal evaluation.
- Submitting feedback and recommendations for further development of leadership programs.
- Other duties as assigned.

**General duties:**

- Contributing to 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 (**dates subject to change**):
  - Club Day (Wednesday, August 31<sup>st</sup>)
  - Student Organizations Academy (Sunday, September 11<sup>th</sup>)
  - Family Weekend (Friday, October 21<sup>st</sup> – Sunday, September 23<sup>rd</sup>)
  - Winter Club Day (Wednesday, January 11<sup>th</sup>)
  - Emerging Leaders Retreat (Friday, January 27<sup>th</sup> - Sunday, January 29<sup>th</sup>)
  - Student Leadership Assembly (Saturday, April 22<sup>nd</sup>)
  - Others as needed by OSI staff
- Other duties as assigned

Apply before midnight on February 5<sup>th</sup>, 2022.

For more information about our leadership programs, please visit <http://xavier.edu/leadership/>.



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**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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