Thank you for your interest in becoming the Office of Student Involvement, Gallagher Student Center, & Commuter Services Social Media Manager. Enclosed you will find the necessary information to apply for the internship. Please read the information carefully prior to submitting your application.

Our hope for this process is to identify a passionate, qualified, and creative student for the management of our social media platforms and provide peer led leadership to students managing accounts associated with the Office of Student Involvement, Gallagher Student Center, and Commuter Services.

Please feel free to contact me with any questions:

Liz Rumball, Assistant Director of Orientation & Transition
rumballe@xavier.edu | (513) 745-3754

**Intern Application Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 15, 2021</td>
<td>Applications Available Online via Handshake</td>
</tr>
<tr>
<td>Friday, April 2, 2021</td>
<td>Applications Due by 5pm Online via Handshake</td>
</tr>
<tr>
<td>April 7-9, 2021</td>
<td>Individual Interviews Zoom Video Call (Online)</td>
</tr>
<tr>
<td>Week of April 12, 2021</td>
<td>Applicants will be notified of the position decision</td>
</tr>
</tbody>
</table>

**Application Process**

1. Review the attached position descriptions in full.
2. Submit the application on Handshake. Find it online at [https://xavier.joinhandshake.com/](https://xavier.joinhandshake.com/).
3. Sign-up online for an interview.
   a. Interviews will take place on April 7-9, 2021
   b. Interview sign-ups will be found by visiting [www.xavier.edu/leadership](http://www.xavier.edu/leadership), then clicking *Involvement Internships* in the navigation bar.
   c. Scroll down to sign up for an interview
   d. Click on the Social Media Manager Intern link

**Applicant Notification**

1. Applicants will be notified the week of April 12, 2021, of their standing.
2. Applicants will have 48 hours to accept or decline the position offered.

**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 Descriptions

Term: May 10, 2021 – April 29, 2022
Hours: 8-10 office hours/week plus events and meetings
Pay: $9.30/hour

Social Media Manager Responsibilities

- Curate the office brand on all Office of Student Involvement social channels and provide guidance for the GSC and Commuter Services channels
- Create dynamic content strategies for each social media channel
- Manage and maintain a content calendar for each social media channel
- Create and post shareable videos and images
- Collaborate with the Office of Student Involvement graphic designer to create dynamic content for the channels
- Gather, analyze, and utilize the available data from the social media channels to grow the audiences and understand their interests
- Monitor, moderate and respond to audience comments
- Strategize and execute creative digital marketing campaigns for different OSI related activities
- Recognize, understand, and personalize content for the audience on each channel
- Researching and implementing emerging trends and technology pieces into the social media strategy
- Be fully present for all Intern events and meetings
- Maintain privacy with all student records and confidential information
- Provide general support to the OSI staff
- Meet all deadlines and keep accurate records

All Intern Responsibilities

- Complete your assigned Intern projects (see focus area descriptions below)
- 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 (please note that these dates are tentative and will be finalized in early summer):
  - Club Day (Wednesday, August 25)
  - Student Organizations Academy (Sunday, August 29 and Sunday, September 12)
  - Family Weekend (Weekend of October 15-17 or 22-24)
  - Admissions Events such as X-Days (TBA, will be divided among interns)
  - Winter Club Day (anticipated Wednesday, January 26)
- Maintain privacy with all student records and confidential information
- Provide general support to the OSI staff
- Meet all deadlines and keep accurate records

Requirements and Qualifications

1. Must be enrolled as a full-time Xavier undergraduate for the duration of employment.
2. 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**
3. Must have strong verbal and written communication skills, Xavier event planning experience, and the ability to take initiative and work independently.
4. 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.
5. Prior leadership and campus involvement experience are preferred.
6. Proficiency using Microsoft Office products, with special attention to Excel
7. Knowledge of Adobe Creative Suite or Canva is preferred.
8. Must abide by university policies and regulations.
9. Must be eligible to work in the United States.

To be considered for a position, your application must be received by 5:00pm on April 2, 2021.
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.

To be considered for a position, your application must be received by 5:00pm on April 2, 2021.