

## Student Engagement Intern 2025-2026 Position Description

**Term:** School Year: August 18, 2025 – May 1, 2026  
**Hours:** School Year: up to 10 hours/week including events and meetings  
**Pay:** \$10.70/hour (minimum wage)

### Student Engagement Intern Responsibilities

- Support and assist with events and initiatives sponsored by the Office of Student Involvement, Gallagher Student Center, and Commuter Services.
- Arrive on time and prepared for office hours, workshops, meetings planned events.
- Attend and participate in all meetings, pre-scheduled work shifts, and scheduled one-on-ones with the Assistant Director for Student Activities.
- Participate in all retreats, workshops, and training days.
- Complete all tasks in a timely fashion, following the deadlines set by the Assistant Director for Student Activities.
- Be aware of student needs and interests, while also able to forecast and communicate trends for Xavier students
- Be organized in efficiency of set-up & clean-up of their events, and adaptable to change
- Maintain consistent and timely communication with all team members and the Assistant Director for Student Activities.
- Promote and market all events, including distributing created print promotional items and social media posting.
- Be a positive spokesperson & enthusiastic member, including maintaining positive representation on personal social media platforms.
- Keep accurate records; at times, confidentiality and discretion are a must for these roles
- Other duties as assigned

### General 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 27)
  - Student Organizations Academy (Sunday, September 7)
  - Family Weekend (Weekend of October 17-19)
  - Admissions Events such as X-Days (TBA, will be divided among interns)
  - Winter Club Day (anticipated Wednesday, January 14, 2026)
- Serve as a content contributor for OSI social media accounts
- 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 Xavier undergraduate for the duration of employment.
2. Applicants can have a second internship but must be able to accommodate OSI internship hours between 12pm-9pm Monday through Friday and some weekends.
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 2025\*
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.

*To be considered for a position, your application must be received by.*

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.