Student Organizations Intern 2025-2026
Position Description

Term: School Year: August 18, 2025– May 8, 2026
Hours: School Year: approx. 8 office hours/week plus events and meetings
Pay: $10.70/hour (minimum wage) for office hours

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:
    - 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
- Manage time to meet all deadlines and keep accurate records

Student Organizations & Programming Focus Area

Programming
- Assist with *Week of Welcome*
    - Post schedules and other advertisements
    - Photograph various events
    - Document happenings on social media and EngageXU
- Assist with *Club Day*
    - Be available to work the event, Wednesday, August 27, 2025, 12pm-6pm
    - Provide staffing and support
- Assist with *Student Organization Workshops*
    - Prepare training materials
    - Track attendance
- Assist in Coordination of the *Student Organization Academy*
    - Be available to work the event September 7, 9am-4:30pm
    - Develop academy sessions and recruit volunteers
    - Coordinate logistics for the event
    - Facilitate the execution of the program and post-assessment surveys
- Coordinate the *Winter Club Day*
    - Be available to work the event Wednesday, January 14, 2026, 9am-3pm
    - Manage student organization registration
    - Provide staffing and support for the welcome table
    - Coordinate rewards/giveaway/prize program for student participants
- Coordinate the *Winter Week of Welcome*
    - Manage event registration
    - Coordinate logistics for the event

Student Organization Resources
- EngageXU Community
    - Reference and help maintain club registration information
    - Manage forms
- Social Media
    - Source and post content for OSI social media
- Student Organization Storage Closet
    - Maintain general organization, cleanliness, and storage policy compliance
- Club Reporting
    - Manage club Mid-Year and Year-End Report collection
    - Process and compile data from EngageXU forms and Excel spreadsheets

General
- Assist in building student organization resources
- Communicate with student organization officers and advisors via email
- Help maintain and build community and social media presence among student organizations
- Support research and benchmarking efforts regarding student organizations and programming
- Generate new ideas for partnership with student organizations and improvements to student organization experiences
- Provide general support to the Assistant Director for Student Organizations

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 8:30am-5pm Monday through Friday.
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 is preferred.
8. Knowledge of Adobe Creative Suite or Canva is preferred.
9. Must abide by university policies and regulations.
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.