About the Office of Student Involvement
The Office of Student Involvement provides opportunities for each UA student to achieve personal excellence by encouraging open exploration and engagement with the campus-learning environment and by fostering individual growth and development. We believe that there is no right way to be involved at UA and we seek to provide fulfillment and engagement in UA’s mission of teaching, research, and service.

Mission & Purpose of Involvement Geniuses
Similar to the concept made famous by Apple, Inc., students will operate an interactive support system to aid the Office of Student Involvement in promoting involvement opportunities to all students on UA’s campus. An SI (Student Involvement) Involvement Genius will be responsible for promoting involvement opportunities and engaging students, staff, and faculty in information about various options on UA’s campus. The Involvement Genius acts as an ambassador for campus engagement and should be knowledgeable and/or passionate about “Being in the Know” at UA.

Required Minimum Qualifications
• Must have & maintain a GPA of at least a 2.5 or higher
• Must be in good disciplinary standing with The University of Alabama
• Must be a full-time undergraduate student for the 2016-17 academic year
• Must be available to work some evening hours and weekends during special programming needs

Additional Skills:
• Effective written and verbal communication skills
• Willing to accept a challenge and step out of comfort zone
• Have some proficiency with technology including social media & Microsoft Office applications
• Ability to think on your feet and interact comfortably with the public
• Excellent customer services skills
• Have an excitement for UA and for getting ALL student connected to their personal passions
Involvement Genius Available Positions

**LEAD Involvement Genius:**

Lead Geniuses support the office of student involvement, but are tasked with overseeing 1 of 3 Genius Teams in a specific focus area of outreach, technology, or engagement (see descriptions below). **All Lead Geniuses are required to work a minimum 10 hours a week with 5 scheduled hours and 5 flex hours; Positions receive a monthly or bi-weekly stipend based on performance**

**Team Involvement Genius:**
The Team Genius supports the efforts of the lead genius and supports the program. **They are responsible for a specific team area and support the programs of that division and are required to serve a minimum of 5 hours per week; Team geniuses are not eligible for performance stipend.**

The areas are:

- Outreach- connecting students to involvement through tabling, meetings, and presentations
- Engagement- coordinating special events and programs designed to share UA opportunities
- Technology- working with social media, video, and other creative mediums to engage students

**General Responsibilities & Duties of Involvement Geniuses**

Each Genius will focus on one key area of outreach, technology, or engagement. Through these various areas, we hope to impact the campus is a very real way and Involvement Geniuses will be able to set goals, create projects, and see their ideas come to life!

As an Involvement Genius, you will work one-on-one with students, conduct presentations, and interact with faculty, prospective students, and staff in promoting campus experiences from a broad perspective.

**Specific Lead & Team Geniuses include, but are not limited to:**

- Serving 5 (team) or 10 (lead) office hours a week in the Office of Student Involvement (May exclude some large scale events/programming)
- Assisting, planning, and executing Student Involvement events and programs designed to engage students;
- Hosting meetings with prospective and current students to share various involvement opportunities available to them at UA;
- Providing general office support like filing, paperwork/forms processing, answering involvement related calls and inquiries;
- Assisting with the marketing and awareness of various programs and events;
- Aiding as Student Involvement ambassadors at various events and functions;
- Conducting trainings and workshops to aid in sharing information about involvement to student, staff, and faculty;
- Collaborating with and establishing relationships between the Office of Student Involvement and other key stakeholders;
- Processing financial paperwork and managing event/program budgets;
- Participating in weekly staff meetings and corresponding to emails, etc. when necessary
- Assisting with the coordination of Get On Board Day and other involvement related outreach initiatives.

**Benefits of being an Involvement Genius**

- Significant Leadership experience and training
- Opportunity to develop professional and personal relationships with faculty, staff, and students
- Monthly or bi-weekly **stipend** based on performance
- Significant experience with public speaking and advising skills
Selection Process:
All interested and qualified student applicants should complete an application on mySOURCE by the
deadline of **Tuesday, March 22nd, 2016**. Upon receipt of applications, the following schedule will apply:

**What to do**
- Group Interviews, Source Space
- Call backs for Individual Interviews
- Individual Interviews, Source Conference Room
- New Genius Announcement
- Involvement Genius Mini Retreat

**When**
- Group Interviews -> Friday, March 25th 5pm
- Call backs for Individual Interviews -> Monday, March 28th
- Individual Interviews, Source Conference Room -> Tuesday-Friday, March 29th- April 1
- New Genius Announcement -> Tuesday, April 5th
- Involvement Genius Mini Retreat -> Friday, April 22nd 5-8PM

Attendance at the Group Interviews is required. If you are unable to attend, please notify a Student Involvement staff member before March 11th.

Suggested interview Attire:
Business Casual, skirts and slacks
*Please remember your outfit has little bearing and is not the focus of the interview; however you are expected to dress professionally. Please spend more time on what you are going to say rather than what you are going to wear*

**Mandatory Dates 2016- 2017**
*Before submitting your application, please check your calendars to ensure that you do not have any prior conflicts. If there are conflicts, please list reasons in the comment section found on the application. Lead Geniuses are required to schedule at least 5 of your 10 weekly office hours during normal Office of Student Involvement hours (8am-5pm)*. Other hours may fluctuate to accommodate evening and weekend programming. Team Geniuses are will serve their ours in office, as well as through events/programs.

<table>
<thead>
<tr>
<th>FALL 2016 EVENT</th>
<th>DATE</th>
<th>SPRING 2017 EVENT</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Source Board &amp; Involvement Genius Retreat</td>
<td>Friday, August 12th – Saturday, August 13th 2016</td>
<td>Spring Mini Retreat</td>
<td>Friday, January 13th, 2017</td>
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<td>Week of Welcome (Commitment times will vary during this week; Additional details will be provided over the summer)</td>
<td>Sunday, August 14th – Friday, August 19th 2016</td>
<td>Spring GOBD/Organization Takeover</td>
<td>Wednesday, January 18th – Thursday, January 19th, 2017</td>
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<td>Fall SOURCE Officers Academy</td>
<td>Saturday, August 20th 2016</td>
<td>Spring SOURCE Officers Academy</td>
<td>Sunday, January 22nd, 2017</td>
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<tr>
<td>Fall Get On Board Day</td>
<td>Thursday, August 25th 2016</td>
<td>SAL Awards</td>
<td>Tuesday, April 11th, 2017</td>
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<tr>
<td>Organization Takeover</td>
<td>Tuesday, August 29th – Thursday, Sept. 1st 2016</td>
<td>Sophomore Surge Meetings</td>
<td>Tuesday, April 11th – Thursday, April 13th, 2017</td>
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For more information about our “Involvement Genius” position, contact us at 205-348-6114.