



INVOLVEMENT GENIUS APPLICATION INFO PACKET 2017-18

The Office of Student Involvement

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 2017-18 academic year
- Must be able to commit to an average of 5 to 10 hours per week:
 - A Lead Genius works 10 hours a week
 - A Team Genius works an average of 5 volunteer hours a week to consist of at least 2 pop-up shop shifts
 - All team members and leads must be available to do one-on-one meetings, special class presentations, and conduct visits to student organization meetings throughout the semester

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
- 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; 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 volunteer hours per week.** 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, 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
- 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;
- 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 in Lead Genius Roles
- Significant experience with public speaking and advising skills

Selections Process:

All interested and qualified student applicants should complete an application on **mySOURCE** by the deadline of **Tuesday, March 21st, 2017**. Upon receipt of applications, the following schedule will apply:

What to do

Involvement Elevator Pitch & Individual Interviews
 Call backs for Group Interviews
 Group Interviews, Source Conference Room
 New Genius Announcement
 Involvement Genius Mini Retreat

When

→ Weds., March 22nd & Thurs., March 23rd
 → Friday, March 24th
 → Tuesday-Friday, March 28th-31st
 → Tuesday, April 4th
 → Friday, April 21st 5-8PM

Attendance at all portions of the Recruitment Process is required. If you are unable to attend, please notify a Student Involvement staff member before March 10th to discuss possible excused exceptions.

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 2017- 2018

**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.*

| FALL 2017 EVENT | DATE | SPRING 2018 EVENT | DATE |
|--|--|---------------------------------------|--|
| Source Board & Involvement Genius Retreat | Saturday, August 19 th – Sunday, August 20 th , 2017 | Spring Mini Retreat | Friday, January 12 th , 2018 |
| Week of Welcome & Student Life Extended Orientation <i>(Commitment times will vary during these dates; Additional details will be provided at a later date regarding specific commitments needed.)</i> | Saturday, August 19 th – Friday, Sept. 1 th 2017 & Monday, August 21 st – Tuesday, August 22 nd (Extended Orientation) | Spring GOBD | Wednesday, January 17 th , 2018 |
| | | Organization Takeover | Tuesday, January 23 rd – Wednesday, January 24 th , 2018 |
| Fall SOURCE Officers Academy | Saturday, August 26 th 2017 | Spring SOURCE Officers Academy | Sunday, January 21 st , 2018 |
| Fall Get On Board Day | Thursday, August 31 st 2017 | SAL Awards | Tuesday, April 10 th , 2018 |
| Organization Takeover | Tuesday, Sept. 5 th – Wednesday, Sept. 6 th 2017 | Sophomore Surge Meetings | Tuesday, April 10 th – Thursday, April 12 th , 2018 |
| Planning Meeting | Sunday, Sept. 10 th | | |

For more information about our “Involvement Genius” position, contact us at 205-348-6114 or stop by Ferguson Rm. 3610

Attend our Info Session to Learn More!
Wednesday, March 1, 2017 either 12:00pm or 6:00pm