

Xavier University
Manresa Core - Orientation Internship Position Description
New Student Programs Coordinator

Term: January 2011 – November 2011

Hours: 2-5 hours/week from January 10, 2011 through May 13, 2011
20 hours/week from May 16, 2011 through July 15, 2011
40 hours/week from July 18, 2011 through August 12, 2011
(9 a.m. - 5 p.m. Monday – Friday)
All time is committed to Manresa August 15, 2011 through August 22, 2011
Limited hours September 2011 through November 2011

Stipend: \$3200.00; paid over June, July, and August (taxes are withheld)
\$800.00 food stipend paid over June, July, and August
Complimentary university housing during summer terms of contract

All Core Responsibilities

- Be present for all Manresa activities and events, including but not limited to:
 - Manresa Core Overnight Planning Retreat: January 15, 2011 – January 16, 2011
 - Manresa Orientation Team Spring Training: March 23, 2011 and March 27, 2011
 - Manresa Orientation Team Fall Training: August 15, 2011 – August 18, 2011
 - Manresa Orientation: August 19, 2011 – August 22, 2011
- Abide by Manresa policies (i.e. alcohol and substance free, appropriate Facebook, etc.)
- Maintain a cumulative G.P.A. of 2.7 or higher
- Plan, coordinate, and attend all Core meetings and Core bonding activities every Tuesday, beginning May 16, 2011
- Support and assist all Core members with projects
- Assist with the development and use of Manresa theme
- Assist with Manresa recruitment and selection processes (Group Leader, Staff, Core)
- Assist with Manresa responsibilities during Prep events (May, June)
- Follow Manresa timeline and meet all deadlines
- Keep accurate records
- Schedule no more than 5 vacation days during summer employment and none after July 15
 - In addition, all Core is off for Memorial Day and July 4th holidays
- Get supervisor approval for all vacation dates, summer classes, work, or regular volunteer commitments during May - August

New Student Program Coordinator Responsibilities

New Student Program Events

- Create new student program schedule of events
- Arrange all speakers, panelists, etc. for the new student program
- Communicate with campus departments regarding staffing and hours during Manresa program
- Coordinate special programs such as bookstore assistance, individual schedule tours, and topical workshops
- Coordinate information fair and open houses during Manresa
- Coordinate late-night programming opportunities
- Coordinate new student check-in with the Special Programs Coordinator
- Assist with implementation of common reading and financial session components
- Coordinate new student social events

Fundraising and Sponsorship

- Coordinate sponsorship and fundraising
- Coordinate the collection and distribution of all prizes

Vendors/Contracts

- Communicate with all contract services, including Craig Karges, Sex Signals, DJ, etc.
- Secure hotel and travel arrangements for performers
- Serve as "host" and primary contact for performers
- Share contract/rider needs with Staff Coordinator

Volunteers

- Update and maintain volunteer registration site, confirmation emails, etc.
- Recruit volunteers for check-in, move-in, packet stuffing and other Manresa needs
- Provide necessary training to all volunteers, including Welcome Desk staff
- Assign group leaders, staffers and volunteers to residence halls w/lunch breaks

Thank You

- Prepare thank you items for all program volunteers
- Order special thank you gifts as necessary

Packet Stuffing

- Coordinate all aspects of packet stuffing event
- Communicate with campus offices to secure packet materials in a timely manner

Miscellaneous

- Order and purchase all supplies for the Manresa program (i.e. wristbands, signboard, etc.)
- Work with dining services to coordinate meals during OT Training and Manresa
- Plan the Orientation Team First Timers meeting
- Assist the Public Relations Coordinator with theme-related support (signs, t-shirts, etc.) as necessary