

Xavier University
Manresa Core - Orientation Internship Position Description
Special 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

Special Programs Coordinator Responsibilities

Special Populations Support

- Work with Commuter Services to notify and coordinate support for commuter students
- Work with the Romero Center to notify and coordinate support for international students
- Work with Admissions to notify and coordinate support for transfer students
- Work with Athletics to notify and coordinate support for student athletes
- Serve as a liaison with the Smooth Transitions Program
- Arrange support for students with special needs or accessibility concerns
- Identify other special need students/groups and coordinate appropriate support

Registration

- Develop registration materials and correspondence for transfer and international students
- Coordinate data entry, deposits, and confirmations for transfer and international students
- Coordinate student check-in with New Student Programs Coordinator
- Assign students to small groups

PREP

- Serve as the primary Manresa representative at the Prep Information Fair
- Develop PREP materials for the Information Fair
- Prepare and deliver a short talk explaining Manresa to students and families during PREP

Parent Program

- Communicate with Parent Relations and Alumni office regarding programs
- Create parent/family program schedule of events
- Develop and distribute emails and videos related to parent/family transition

Training

- Coordinate special populations and inclusivity training sessions
- Identify and coordinate training for International and Transfer Student Group Leaders
- Coordinate training for sexual assault, campus safety, and alcohol related programming

Social Issues Presentation

- Design and coordinate the social issues performance
- Select, train, and communicate with Orientation Team performers

Assessment

- Coordinate new student focus groups
- Develop and implement assessment pieces including but not limited to the following:
 - Attendance sheets
 - Training evaluations for staff and group leaders
 - New student program evaluations
 - Parent/family evaluations
 - Faculty common reading evaluations
- Tally and report assessment measures