Xavier University
Manresa Core - Orientation Internship Position Description
Staff 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:
  o Manresa Orientation Team Spring Training: March 23, 2011 and March 27, 2011
  o Manresa Orientation Team Fall Training: August 15, 2011 – August 18, 2011
  o 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
  o 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

Staff Coordinator Responsibilities

Facilities
• Create and maintain the master schedule for all Manresa activities
• Confirm and/or reserve all facilities needed for Manresa
• Meet with Core members to coordinate room set-ups and audiovisual needs
• Coordinate audiovisual needs and room set-ups
• Meet with Cintas staff, theater technical director, food service, campus police, physical plant, and residence life to communicate master schedule planning
• Coordinate small group meeting locations and hall access

Staff
• Coordinate and manage staff assignments
• Form staff facilitation groups
• Delegate responsibilities to staff facilitators
• Supervise and follow-up with all staffers throughout program
• Fill staff vacancies with the assistance of Core as necessary

**Training**
• Work with Training Coordinator to design and implement orientation team spring training
• Design and facilitate staff facilitator spring and fall trainings
• Design and facilitate training sessions for staff

**Move-In**
• Coordinate Move-In day logistics, including routes, signs, driving directions, music, etc.
• Provide training for the orientation team related to Move-In

**Miscellaneous**
• Coordinate transportation needs, including vans, buses, and golf carts
• Coordinate headset and phone communication systems
• Communicate reservations for tent and other equipment items
• Coordinate use of laundry facilities
• Coordinate housing for orientation team