

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:
 - 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

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