

**MANRESA: Xavier's New Student Orientation**  
**MANRESA Core - Orientation Internship**  
**APPLICATION INTRUCTIONS 2010**

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**APPLICANT QUALIFICATIONS**

1. Current Xavier student in good standing with the University.
  2. Enrolled for full-time undergraduate coursework at Xavier during the duration of the position (January 2010 – November 2010).
  3. Previous experience as either a Manresa Group Leader or Staff Member.
  4. Cumulative G.P.A. of 2.7 or higher.
  5. Enrolled for courses on campus during Spring Semester 2010 (Students studying abroad during the spring semester are not eligible for a position).
  6. See Manresa Core Orientation Internship Position Description for more details on Core member responsibilities and expectations.
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**APPLICATION INTRUCTIONS**

1. Carefully review the position descriptions for each of the six Manresa Core positions to determine which of the positions interest you.
  2. Complete pages 1 and 2 of the application. Use additional sheets of paper as necessary.
  3. Notify the persons listed as your references that you are applying for a position and that they will be contacted on your behalf.
  4. Write a written response to the MANRESA Core Internship Application Questions (page 2).
    - a. Make sure to respond both to the general question and to the questions for each of the positions for which you are applying.
    - b. Type the question and your response on a separate sheet of paper.
    - c. You may apply for a few as one or as many as six positions.
  5. Submit your completed application in person no later than 5:00 p.m. on Monday, November 2, 2009 to the Office of Student Involvement, located in 320 Gallagher Student Center.
  6. When you submit your application, sign-up for an individual interview.
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**INTERVIEW INTRUCTIONS**

1. All applicants must participate in both a group and individual interview.
  2. The **Group Interview** will take place *Friday, November 6 from 4:00 p.m. – 5:30 p.m.* in Gallagher Room 214.
  3. **Individual Interviews** will take place *Saturday, November 7 and Sunday, November 8* in the Student Life and Leadership Conference Room (located inside Suite 300 on the 3<sup>rd</sup> floor of the Gallagher Center).
    - a. Individual interviews will last 30-45 minutes.
    - b. Please arrive a few minutes early.
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**APPLICANT NOTIFICATION**

1. Applicants will be notified of their standing no later than Monday, November 16, 2009.
  2. Applicants will have one week to accept or decline the position offered.
  3. Position begins January 2010.
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Contact Leah Busam Klenowski at x4879 or [busamla@xavier.edu](mailto:busamla@xavier.edu) with questions.

**MANRESA Core: Student Planning Team**  
**APPLICATION 2010**

Please **TYPE** this application.

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<hr/> First Name	<hr/> Last Name				<hr/> Cumulative GPA*
<hr/> Local Address/ML	<hr/> City	<hr/> State	<hr/> Zip	<hr/> Preferred Phone	
<hr/> Permanent Address	<hr/> City	<hr/> State	<hr/> Zip	<hr/> Alternate Phone	
<hr/> Email Address				<hr/> Banner ID	
<hr/> Major				<hr/> Gender (M/F)	
Current Year (circle):	FR	SO	JR	SR	
Past Manresa Role(s) (circle):	Group Leader	Staff	Facilitator	Core	

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**Xavier Experience:** Please list activities in which you have participated at Xavier along with the year(s) and any leadership position(s) you have held. (Attach additional sheets as necessary.)

**Computer Skills:** Please list your computer skills or experience. (Attach additional sheets as necessary.)

**References:** Please list two Xavier affiliated references.

<u>Name</u>	<u>Role on Campus</u>	<u>Office Phone</u>	<u>Email</u>
1.)			
2.)			

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**List in order of preference (by numbering 1=first choice, etc.) the position(s) for which you are applying:** (You may apply for as many positions as you like.)

<input type="checkbox"/> New Student Programs Coordinator	<input type="checkbox"/> Training Coordinator
<input type="checkbox"/> Special Programs Coordinator	<input type="checkbox"/> Spiritual and Community Coordinator
<input type="checkbox"/> Staff Coordinator	<input type="checkbox"/> Public Relations Coordinator

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**MANRESA Core: Student Planning Team**  
**Internship Application Questions 2010**

**Directions:** *Please type questions and responses on separate paper. Attach your responses to your completed application. Respond to both of the general questions. Respond to both position related questions for each position for which you apply.*

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**GENERAL QUESTIONS**

- 1) Why are you interested in being a member of Manresa Core? In particular, why are you interested in the position(s) for which you have applied?
  - 2) What do you have to offer the program? What past experiences will help you to succeed in this role?
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**POSITION-RELATED QUESTIONS**

**New Student Programs Coordinator**

- 1) One of the responsibilities of this position is to coordinate fundraising and sponsorship for the Manresa program. Develop a fundraising or sponsorship idea for Manresa 2010.
- 2) Manresa relies upon numerous volunteers. Develop a clear and concise volunteer recruitment message for Move Crew volunteers. Remember your various audiences – faculty, staff, alumni, students, etc.

**Training Coordinator**

- 1) One of the responsibilities of the training coordinator is to design small group sessions for both training and Manresa. Outline the major points of a training session focused on facilitating a small group.
- 2) Additionally, the training coordinator is responsible for developing a spring training program. List and briefly describe the topics you would address during spring training and the reasons why.

**Special Programs Coordinator**

- 1) Understanding and communicating with commuter students is one aspect of this position. Create an email message for commuter students to receive prior to Manresa.
- 2) There are many individuals or groups who have special needs during the Manresa program. Choose one of these groups and explain how you would learn about and address their particular needs as they relate to Manresa.

**Spiritual and Community Coordinator**

- 1) This position is responsible for designing several prayer services during Manresa. Select one of these services and identify three to five goals for the service. Explain why these are your goals.
- 2) This position is also responsible for planning the orientation team social during training. Describe a specific idea for the orientation team social. Keep in mind that the budget for this event is minimal.

**Staff Coordinator**

- 1) The staff coordinator is responsible for providing training to staff. Outline the major points of a staff training session on assertiveness.
- 2) This person also must develop staff into an enthusiastic and efficient team. Describe two methods to form a cohesive group and motivate staffers throughout Manresa.

**Public Relations Coordinator**

- 1) Relaying accurate, timely, and attention-grabbing information to new students and the orientation team is critical to this position. Select a Manresa theme idea of your own and design a one-page flyer for new students with information about Manresa.
  - 2) Since the primary means of sharing information with the Orientation Team is via the website, list the important pieces of information you would put on this website and explain why.
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