2014 Manresa Orientation Team Candidate Packet

**Candidate packet includes:**
- Cover sheet and candidate checklist
- Group leader and staff member position descriptions/qualifications

**Candidate Checklist**

- Review all packet materials.
- Review all information on the One App at [www.xavier.edu/oneapp](http://www.xavier.edu/oneapp).
- Submit the One App, including OT Supplemental application, online via OrgSync **no later than 11:59 pm on Friday, January 31, 2014. Please note: The application is time/date stamped and applications submitted after this time will NOT be considered for a position.**
- **Sign up for an interview!** Interview sign-ups will be online beginning January 27, 2014. The link to the online sign-up will be posted at www.xavier.edu/otnews at that time. Interviews will take place Friday, February 7 – Thursday, February 13, 2014.
- **Show up promptly for your interview!** Do not miss it! Call Molly at 513-745-3754 in advance if you need to change your time. We will not reschedule your interview if you miss it. You will be interviewed by past group leaders, staff members, Manresa Core, and Xavier staff members.
- Selection **results will be emailed to each applicant by the end of the week of February 24, 2014.** Results will later be posted on the Orientation Team website (www.xavier.edu/otnews).
- * If you will be studying abroad or outside the Cincinnati area during the spring semester, you must contact Molly Dugan to make arrangements for an alternative interview time or a phone interview. **Please contact her prior to the application deadline to arrange the alternative interviews.** Your completed application is due **no later than 11:59 pm on Friday, January 31, 2014** and must be submitted online via OrgSync.

**Selection Requirements**

1. Complete and submit all **application materials** including the One App and the supplemental pieces.
2. Meet all application/position criteria.
3. Participate in an **individual interview.**
4. If selected, participate in all **orientation team training programs.**

*General Questions? Contact Molly Dugan at 513-745-3754 or email duganm@xavier.edu*
Orientation Team Position Descriptions

Please read this document carefully and note all requirements for qualification as a staff member or group leader. You must meet **ALL** requirements and qualifications in order to be considered for a position.

**Orientation Team Member Requirements**
- Commitment to abide by all university policies and procedures. Manresa is an alcohol and (illegal) substance free event! **The orientation team is required to sign a contract promising to remain alcohol and substance free from Saturday, August 16, 2014 – Sunday, August 24, 2014.**
- Commitment to serve as role model for new students. This includes committing to maintain appropriate content on public on-line social networking tools, blogs, etc.
- Ability to assist in the organization and preparation of the Manresa program.
- Ability to familiarize new students with academic opportunities and procedures.
- Ability to acquaint new students with campus services, activities, opportunities, policies, and locations.
- Ability to participate in and/or lead follow-up and evaluation efforts.

**Orientation Team Member Qualifications**
- Understand and support the goals of Manresa.
- Demonstrate respect for all individuals regardless of ability, creed, ethnicity, gender, race, etc.
- Communicate appropriately with new students, family members, faculty, and administrators.
- Demonstrate responsibility, sincerity, enthusiasm, friendliness, flexibility, and patience.
- Display a willingness to help others.
- Demonstrate a willingness to learn more about the programs, people, and policies of Xavier.
- Participate in all Manresa orientation and training events, including reading the common reading book.
- Maintain a minimum 2.5 cumulative GPA at the time of application through spring semester 2014.
- Attend classes as a full-time undergraduate Xavier student during fall 2014. Students studying abroad during fall 2014 are not eligible unless a specific exception is granted by Molly Dugan, Assistant Director for Leadership & Orientation. Students selected as RAs or Smooth Transitions Mentors for 2013-2014 are not eligible for Manresa.

**Group Leader Position**
- Responsible for leading a small group of first year students throughout the Manresa program.
- Facilitate small group activities and discussions, answer questions, and address concerns.
- Personally welcome new students to the Xavier community and serve as a resource for them.
- Should have strong interpersonal skills, enjoy working in a fast-paced, high-energy environment, and enjoy meeting new people.
- Will develop leadership skills including facilitation, collaboration, and handling difficult situations.

**Staff Member Position**
- Responsible for the coordination and implementation of the logistics involved in running Manresa.
- Will work closely and interact with a variety of populations including fellow staff members, Manresa Core, the Assistant Director of Student Involvement, faculty, staff, new students, and family members of new students.
- Should enjoy working in a detail-oriented setting and taking an active role in problem solving.
- Will strengthen problem solving skills, learn to successfully navigate multiple roles at one time, and enhance organization and logistical planning skills.

**Mandatory Time Commitments**
- Orientation team members are required to attend one of the two spring training events. Spring training is **Thursday, April 10 from 3:00-6:00pm and Sunday, April 13 from 6:30-9:30pm.**
- Orientation team members are required to attend the Orientation Team spring gathering on **Friday, April 25, 2014 from 4:30-5:30pm.**
- Orientation team members are required to attend all fall training activities. Fall training dates are **Saturday, August 16, 2014 – Tuesday, August 19, 2014.**
- Orientation team members are required to attend all Manresa activities from **Wednesday, August 20, 2014 – Sunday, August 24, 2014.** OT members will be “on-call” 24 hours a day during this time.
- Manresa is a full-time commitment for the dates listed above. **You may not work other jobs or have other commitments during these times.**

*General Questions? Contact Molly Dugan at 513-745-3754 or email duganm@xavier.edu*
Remuneration

- Intrinsic satisfaction, t-shirts, bags, and the joy of helping others.
- Meals provided throughout the week of fall training and Manresa.
- Orientation team members assigned to university housing for fall 2013 will move into their campus residence on the **first day of training in the fall (tentatively Saturday, August 16, 2014)**. If necessary, efforts will be made to house off campus and commuter students in temporary campus housing for fall training and Manresa. Most students will be housed with another orientation team member. Early arrivals cannot be accommodated.
- **Special housing arrangements must be made with Molly Dugan before May 1, 2014.**