

2024 TRANSFER ORIENTATION LEADER
candidate packet

Candidate packet includes:

- Cover sheet and candidate checklist
- Transfer Orientation Leader position description/qualifications

Candidate Checklist

_____ Review all packet materials.

_____ Review all information on the One App at www.xavier.edu/oneapp.

_____ Submit the One App, including Transfer OL Supplemental application, online via EngageXU **no later than Sunday, March 17**. *Please note: The application is time/date stamped and applications submitted after this time will NOT be considered for a position.*

_____ Selection **results will be emailed to each applicant by early April 2024**.

Selection Requirements

1. Complete and submit all **application materials** including the One App and the supplemental pieces.
2. Meet all application/position criteria.
3. If selected, participate in all **transfer orientation training**.

TRANSFER ORIENTATION LEADER position descriptions

Please read this document carefully and note all requirements for qualification as a Transfer Orientation Leader. You must meet **ALL** requirements and qualifications in order to be considered for a position.

Orientation Leader Qualifications

- Current Xavier student in good standing with the University. Good standing includes both discipline and academic standing, and for Manresa purposes is defined as follows:
 - Not on University probation
 - Not on Residence Life probation
 - Any previously assigned conduct sanctions are complete
 - Cumulative GPA of 2.5 or higher through spring semester 2024
- Understand and support the goals of transfer orientation.
- 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 transfer orientation and training events.
- Attend classes as a full-time undergraduate Xavier student during fall 2024. Students studying abroad during fall 2024 are not eligible. Sophie Stewart, Assistant Director for Orientation & Transition, will grant exemptions, when possible. Students selected as RAs, Smooth Transitions Mentors, Interlink Peer Mentors or Manresa leaders for 2024-2025 are *not* eligible to serve as a Transfer OL.

The Office of Student Involvement, Gallagher Student Center and Commuter Services cares about your success as a student. In order to support your success, we have eligibility requirements for most roles and experiences with our office. These requirements are meant to support your ability to manage your course expectations and stay in good standing with the University. **If you are interested in a role or position and do not meet the eligibility requirements, we encourage you to submit a request for exemption to stewarts3@xavier.edu

Position Description

- Responsible for leading a small group of transfer students throughout the 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.
- Assist with the coordination and implementation of the logistics of the program.

Transfer Orientation Leader Requirements

- Commitment to abide by all university policies and procedures.
- Commitment to serve as role model for new transfer students. This includes committing to maintain appropriate content on public online social networking tools, blogs, etc.
- Ability to assist in the organization and preparation of the transfer orientation program.
- Ability to familiarize new transfer students with academic opportunities and procedures.
- Ability to acquaint new transfer students with campus services, activities, opportunities, policies, and locations.
- Ability to participate in and/or lead follow-up and evaluation efforts.

General Questions? Contact Student Involvement at 513-745-3754 or email orientation@xavier.edu

Mandatory Time Commitments

- Orientation leaders are required to attend fall training. Students will need to return to campus in time to attend training. If you are planning to live on campus and need to move in prior to the upper-class move in period, early arrival requests will be granted at the discretion of the Office of Residence Life.
- Orientation team members are required to attend all orientation activities on **Sunday, August 18, 2024**. Orientation will be held from 10am until 3pm. Leaders must arrive by 9am.

Remuneration

- Intrinsic satisfaction, t-shirts, other swag, and the joy of helping others.
- Dinner on Saturday, August 19; breakfast and lunch on Sunday, August 20.
- Orientation leaders assigned to university housing for fall 2024 may need to move in prior to the upper-class move in period, early arrival requests will be granted at the discretion of the Office of Residence Life. Students must arrive in time to participate in training.