

## Emerging Leaders Retreat (ELR) Team Lead Application Information

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Thank you for your interest in becoming an Emerging Leaders Retreat Team Lead. Enclosed you will find the necessary information to apply for the position. Please read the information carefully prior to submitting your application.

Our hope for this process is to identify eight (8) student leaders who will work with our office to develop the curriculum, to plan sessions, and to facilitate the annual Emerging Leaders Retreat. The team leads will have roles associated with logistical planning, recruitment and promotions, selection of activities, and developing opportunities for reflection at the retreat.

Please feel free to contact Sophie Stewart, Assistant Director for Orientation & Transition, via email at [stewarts3@xavier.edu](mailto:stewarts3@xavier.edu) or via phone at 513-745-3754

### **The Emerging Leaders Retreat**

The Emerging Leaders Retreat is a two-day intensive leadership development experience for first- and second-year students. The purpose of the retreat is to allow students who may or may not have identified their leadership capacity to delve into understanding their Strengths; working with people of diverse opinions, identities, and origins; and establishing a plan for their leadership journey here at Xavier University. In the Office of Student Involvement, Gallagher Center, and Commuter Services, we believe that leadership is values-driven, influential, collaborative, purposeful, and learnable. This retreat will focus on developing students through the theories introduced through Gallups Strengthsquest, Emotionally Intelligent Leadership, Heroic Leadership, and the Student Leadership Challenge.

### **Application Process**

1. Review the attached position descriptions in full.
2. Submit the One App before 5pm on March 17. Find it online at [www.xavier.edu/oneapp](http://www.xavier.edu/oneapp).
3. Sign-up online for an interview.
  - a. Individual Interviews will begin March 25-29, 2024. Candidates will participate in a 20-30 minute interview about the position
  - b. Interview sign-ups will be found by visiting [www.xavier.edu/leadership](http://www.xavier.edu/leadership), then clicking on the tab on the right for Involvement Interns.
4. Arrive on time for your interview. Interview will take place in the Office of Student Involvement, Gallagher 211.

### **Applicant Notification**

1. Applicants will be notified the week of April 4, 2024 of their standing.
2. Applicants will have at least 48 hours to accept or decline the position offered.
3. The team will meet the week of April 17<sup>th</sup>.

## ELR Team Lead Position Descriptions

### Requirements and Qualifications

1. Must be enrolled as a full-time Xavier undergraduate for the duration of employment.
2. Must be in good standing with the University. Good standing includes both discipline and academic standing, and for this purpose is defined as follows:
  - a. Not on University probation
  - b. Not on Residence Life probation
  - c. Any previously assigned conduct sanctions were completed on time
  - d. Cumulative GPA of 2.50 or higher through spring semester 2024.
3. Must have strong verbal and written communication skills, Xavier event planning experience, and the ability to take initiative and work independently.
4. Understand and support the goals of the Office of Student Involvement, Gallagher Student Center, & Commuter Services.
5. Demonstrate respect for all individuals regardless of ability, ethnicity, gender, gender expression, race, sexual orientation, etc.
6. Prior leadership and campus involvement experience is preferred.
7. Knowledge of Adobe Creative Suite or Canva is preferred.
8. Must abide by university policies and regulations.

### Team Lead Responsibilities

- Coordinate Emerging Leaders Retreat, which includes:
  - Complete your assigned projects within the given timeframe
  - Be fully present for all ELR events and meetings
  - Support and assist other Team Leads with projects
  - Maintain privacy with all student records and confidential information
  - Keep accurate records; at times, confidentiality and discretion are a must for these roles
  - Developing promotional material
  - Contacting departments/offices to gain support and nominations
  - Managing the nomination/registration process
  - Developing and/or revising content for the retreat
  - Participating in all training sessions for the retreat
  - Providing logistical support for the retreat
  - Serving as a small group leader during the retreat.
  - Note: ELR 2024 will take place in January 2025.
- Support research and benchmarking efforts regarding Xavier's leadership development curriculum.

#### Activities:

These team members will work on all things activities and games. This goes from small ice breakers to some of our bigger activities, such as Culture Shock. These team members will be responsible for getting all supplies related to the activities, as well as providing specific direction for the rest of the team for facilitation. Activities need to have specific time parameters that will be worked out with the rest of the team in terms of scheduling. Activities will need to reflect the curriculum that we as a team are working with and developing.

#### Small groups/reflection:

These team members will be responsible for developing meaningful discussions and reflections that relate directly to the curriculum which we are developing. This will involve writing scripts and outlines for conversations between small groups and the large group as a whole. Discussion plans will need to have detailed instructions for our team of facilitators.

#### Promotions and recruitment:

These team members are responsible for all things promo. This pair will work on getting flyers around campus put up, social media pushes, organizing a club day table, and much more. They will also be in charge of reaching out to potential participants, asking clubs and other leaders for nominations, and possibly working with Res Life and Commuter Services to get more participation. Our goal for this fall is to have 90 participants.

#### Logistics:

These team members will be tasked with making sure everything is planned out and locked down. This should include creating a schedule with the rest of the team, working with Higher Ground, getting snacks, making sure forms are in,

and other logistical tasks. They will also be working on transportation, housing, and ensuring that we have all materials before leaving Xavier.

### **Remuneration**

- T-shirts, bags, and/or other swag, and the joy of developing others.
- Transportation, accommodations, and meals provided throughout the weekend of the Emerging Leaders Retreat.