Thank you for your interest in becoming a PEDRO Retreat Leader. Enclosed you will find the necessary information to apply for the position. Please read the whole document carefully before submitting your application.

Our hope for this process is to identify six (6) student leaders who will work with our office to develop, plan, and facilitate the annual PEDRO Retreat. The retreat leaders will serve as small group leaders, who lead reflection activities throughout the retreat.

Please feel free to contact us with any questions:

Deb Ekeke, Assistant Director for Activities & Leadership (ekeked@xavier.edu, 513-745-4250)

The Purpose and Vision of the Office of Student Involvement, Gallagher Student Center, & Commuter Services

The Office of Student Involvement facilitates learning and social integration by providing students with experiences in leadership development, student organizations, campus events, and orientation.

We believe that, through involvement, individuals discover their passions and develop their strengths to lead a purposeful life.

Discover. Develop. Lead.
The Preparing for Ethnic Diversity to Rise and Organize (PEDRO) Retreat
The PEDRO 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 skills; 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 campus inclusion and creating pathways to bring notable, dedicated, and committed leaders
to participate actively in the Xavier community.

Intern Application Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 15, 2021</td>
<td>Applications Due</td>
<td>EngageXU</td>
</tr>
<tr>
<td></td>
<td>By 5:00pm</td>
<td></td>
</tr>
<tr>
<td>April 12-16, 2021</td>
<td>Individual Interviews</td>
<td>Zoom</td>
</tr>
<tr>
<td></td>
<td><em>Sign-up Online</em></td>
<td></td>
</tr>
<tr>
<td>Week of April 30, 2021</td>
<td>Offers will be made</td>
<td>Email</td>
</tr>
</tbody>
</table>

Application Process

1. Review the attached position descriptions in full.
2. Submit the One App before 5pm on March 15. 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 April 12-16, 2021. 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. Log into Zoom in advance of your interview.

Applicant Notification

1. Applicants will be notified the week of April 30, 2021 of their standing.
2. Applicants will have at least 48 hours to accept or decline the position offered.
3. The team will begin meeting over the summer.
PEDRO Retreat Leader Position Description

Team Lead Responsibilities

- Coordinate PEDRO Retreat, which includes:
  - Complete your assigned projects within the given timeframe
  - Be fully present for all PEDRO Retreat events and meetings
  - Support and assist other leaders 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
  - Leading educational workshops and sessions; and
  - Serving as a small group leader during the retreat.
  - Note: ELR 2021 will take place from November 12-14, 2021.
- Support research and benchmarking efforts regarding Xavier’s leadership development curriculum.

Remuneration

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

Requirements and Qualifications

1. Must be enrolled as a full-time Xavier undergraduate for the duration of the position.
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 2021**
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.

**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 ekeked@xavier.edu.