MANRESA

Manresa Orientation Team 2026

CANDIDATE PACKET

Manresa New Student Orientation empowers first-year students as they explore what it means to be a Musketeer through social connection, academics, involvement, and our Ignatian heritage. With guidance from student leaders, first-year students will be able to recognize strategies and resources to help them succeed at Xavier. *For your application to be considered, please read through the candidate requirements outlined below.*

Candidate packet includes:

- Cover sheet and candidate checklist
- Group leader and staff member position descriptions/requirements

Candidate Checklist

_____ Review all packet materials.

_____ Review all information on the One App at www.xavier.edu/oneapp and applicant FAQs at www.xavier.edu/student-orientation/manresa-schedule/orientation-team-hiring-process

_____ Submit the One App, including OT Supplemental application, online via EngageXU **no later than 11:59 pm on Saturday, January 31, 2026.** 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 by February 2, 2026. The links to the online sign-ups will be emailed to all applicants. Interviews will take place February 12, 2026 – February 22, 2026 (days and time vary).

_____ **Show up promptly for your interview**! Do not miss it! Email orientation@xavier.edu or call at 513-745-4832 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 March 2, 2026** at the latest.

_____ **If you will be studying abroad or outside the Cincinnati area during the spring semester, you must contact Rose Walton at waltonr5@xavier.edu to schedule a virtual interview. Your completed application is due **no later than 11:59 pm (EST) on January 31, 2026** and must be submitted online via EngageXU.

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 the **interview process**.
4. If selected, participate in all **orientation team Spring onboarding events**.

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POSITION DESCRIPTIONS

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

Orientation Team Member 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 Suspension in Abeyance
    - Not on University Probation
    - Not on Residence Life probation
    - All previously assigned conduct sanctions are complete and not past-due
    - Cumulative GPA of 2.5 or higher
- Understand and support the mission of Manresa.
- Showcase respect for all individuals regardless of ability, ethnicity, gender, gender expression, race, sexual orientation, 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.
- Attend classes as a full-time undergraduate Xavier student during Fall 2026. *Students studying abroad during Fall 2026 are not eligible unless the Office of Student Involvement grants a specific exception*. Students selected as RAs, Interlink Peer Mentors or Smooth Transitions Mentors for 2026-2027 are *not* eligible to participate Manresa due to program time conflicts.

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 Rose Walton (waltonr5@xavier.edu)

Group Leader Position

- Responsible for leading a small group of 15-17 first year students throughout the Manresa program.
- Facilitate small group activities and discussions, answer questions, and address concerns.
- Connect first-year students to campus life and resources during Manresa and throughout the year
- Develop leadership skills including public speaking, group facilitation, collaboration, time management, and conflict resolution.

Staff Member Position

- Responsible for the coordination and implementation of the event logistics, customer service, and data collection involved in running Manresa.
- Work closely and interact with a variety of populations including fellow staff members, Manresa Core, the Assistant Director, faculty, staff, new students, and family members of new students.
- Develop leadership skills including problem solving, time management, collaboration, customer service, and event coordination.

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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 during the week of training and the Manresa program.**
- Commitment to serve as role model for new students. This includes committing to maintain appropriate content on public social networking platforms, 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 follow directions and stay on task.
- Ability to participate in and/or lead follow-up and evaluation efforts.

Mandatory Time Commitments

- Orientation team members are required to attend a Spring Orientation Team Training session – **anticipated week of March 22, 2026**
- Orientation team members are required to attend the Orientation Team Spring Social gathering– **anticipated week of April 25, 2026**
- Orientation team members are required to attend all fall training activities. Fall training dates are tentatively scheduled for **Monday, August 10, 2026 – Wednesday, August 12, 2026.**
- Orientation team members are required to attend all Manresa activities from **Thursday, August 13, 2026 – Saturday, August 15, 2026**. OT members will be "on-call" 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.**

Remuneration

- Manresa t-shirts, back packs, miscellaneous swag, and the intrinsic satisfaction of helping others.
- Meals (and maybe some treats) provided throughout the week of fall training and Manresa.
- Orientation team members assigned to university housing for Fall 2026 will move into their campus residence **prior to** the first day of training in the fall (Friday 8/7/26 – Sunday 8/9/26)
- 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. Special housing arrangements must be made with the Office of Student Involvement beforehand.