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 OrgSync no later than 5:00pm on Friday, March 16. 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 April 9, 2018.

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 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 University probation
  - Not on Residence Life probation
  - Any previously assigned conduct sanctions are complete
  - Cumulative GPA of 2.5 or higher through spring semester 2018

- 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 2018. Students studying abroad during fall 2016 are not eligible unless a specific exception is granted by Molly Dugan, Assistant Director for Leadership & Orientation. Students selected as RAs, Smooth Transitions Mentors, or Manresa leaders for 2015-2016 are not eligible to serve as a Transfer OL.

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 on-line 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.

Mandatory Time Commitments

- Orientation leaders are required to attend fall training on Saturday, August 18 from 2pm-6pm. Students will need to return to campus in time to attend training. Upperclass move-in begins at 10am on Saturday, August 20. 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 19, 2017. 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 18; breakfast and lunch on Sunday, August 19.
- Orientation leaders assigned to university housing for fall 2018 will move into their campus residence during upperclass move-in on Saturday, August 18 beginning at 10am. Early arrival requests will be granted at the discretion of the Office of Residence Life. Students must arrive in time to participate in training.

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