2020 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](http://www.xavier.edu/oneapp).

_____ Submit the One App, including Transfer OL Supplemental application, online via OrgSync **no later than Sunday, March 15. 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 3, 2020.**

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.

General Questions? Contact Student Involvement at 513-745-3004 or email xuinvolvement@xavier.edu
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 2020
- 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 2020. Students studying abroad during fall 2020 are not eligible unless a specific exception is granted by Molly Dugan, Assistant Director for Leadership & Orientation. Students selected as RAs, Smooth Transitions Mentors, Interlink Peer Mentors or Manresa leaders for 2020-2021 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 22 from 2pm-6pm. Students will need to return to campus in time to attend training. Upperclass move-in begins at 10am on Saturday, August 22. 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 23, 2020. 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 22; breakfast and lunch on Sunday, August 23.
- Orientation leaders assigned to university housing for fall 2020 will move into their campus residence during upperclass move-in on Saturday, August 22 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.

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