# 2018 Summer Orientation Leader Candidate Packet

**Candidate packet includes:**
- Cover sheet and candidate checklist
- Group leader and staff member position descriptions/qualifications

## Candidate Checklist

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<td>Review all packet materials.</td>
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<td>Review all information on the One App at <a href="http://www.xavier.edu/oneapp">www.xavier.edu/oneapp</a>.</td>
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<td>Submit the One App, including OT Supplemental application, online via OrgSync <strong>no later than 11:59 pm on Friday, January 31, 2018.</strong> Please note: The application is time/date stamped and applications submitted after this time will NOT be considered for a position.</td>
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<td><strong>Sign up for an interview!</strong> Interview sign-ups will be online beginning the week of January 29, 2018. The links to the online sign-ups will be posted at <a href="http://www.xavier.edu/oneapp">www.xavier.edu/oneapp</a> at that time. Interviews will take place Tuesday, February 6, 2018 – Monday, February 12, 2018.</td>
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<td><strong>Show up promptly for your interview!</strong> Do not miss it! Call Molly at 513-745-3754 in advance if you need to change your time. You will be interviewed by past group leaders, staff members, Manresa Core, and Xavier staff members.</td>
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<td>Selection <strong>results will be emailed to each applicant by the end of the week of February 26, 2018</strong> (prior to spring break).</td>
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<td>* If you will be studying abroad or outside the Cincinnati area during the spring semester, you must contact Molly Dugan to make arrangements for an alternative interview time or a skype interview. <strong>Please contact her prior to the application deadline to arrange the alternative interviews.</strong> Your completed application is due <strong>no later than 11:59 pm (Cincinnati time) on January 31, 2018</strong> and must be submitted online via OrgSync.</td>
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## Selection Requirements

1. Complete and submit all **application materials** including the One App.
2. Meet all application/position criteria.
3. Participate in an **individual interview**.
4. If selected, participate in all **summer orientation leader** training programs.
Summer Orientation Leader Position Descriptions

Please read this document carefully and note all requirements for qualification as a summer 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 orientation 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 fall semester 2017
- Understand and support the goals of summer 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, friendliness, flexibility, patience, and a willingness to help others.
- Demonstrate a willingness to learn more about the programs, people, and policies of Xavier.
- Participate in all orientation and training events, including spring and summer training and all summer program dates.
- Attend classes as a full-time undergraduate Xavier student during spring 2018 and fall 2018. *Students studying abroad during spring 2018 are not eligible unless a specific exception is granted by Molly Dugan, Assistant Director for Leadership & Orientation.*

**Orientation Leader Responsibilities**

- Be punctual and present for all summer orientation activities in spring and summer, which will include evening hours during the summer.
- Work with parents/guests and students throughout the summer orientation program in small groups, large groups, and one on one, including leading a small group of first year students.
- Direct students and parents on campus, and assist in logistical details of the summer orientation program (i.e. transporting supplies, posting signs, giving tours, etc.).
- Develop an understanding of, and support, the academic advising process.
- Aid in the academic transition of students by assisting with academic advising and registration.
- Spend the night in the residence halls for the duration of summer training and the orientation programs, facilitating peer connections and responding to student needs.
- Prepare materials prior to summer orientation sessions, including the compilation and organization of folders for students and parents, making signs, etc.
- Facilitate interaction with new students. Engage all students in conversation and activities.
- Serve as a resource for students regarding University offices and services.
- Willingness to facilitate sessions, collaborate with others, and handle difficult situations.
- Will develop leadership skills including facilitation, collaboration, and handling difficult situations.
- Should have strong interpersonal skills, enjoy working in a fast-paced, high-energy environment, and enjoy meeting new people.

**Orientation Leader Requirements**

- Commitment to abide by all university policies and procedures. Orientation is an alcohol and (illegal) substance free event! **Summer orientation leaders are required to sign a contract promising to remain alcohol and substance free for the duration of the summer programs.**
- Commitment to serve as role model for new 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 summer orientation program.
- Ability to familiarize new students with academic opportunities and procedures.
- Serve as an advocate for all components of the first year experience, including Manresa, Goa, FYS, and Theology 111.
- Ability to maintain confidentiality of student records and maintain appropriate relationships.
- Ability to participate in and/or lead follow-up and evaluation efforts.

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

- Summer orientation leaders are required to attend spring training events. Spring dates are TBD but will be announced as soon as possible.
- Summer orientation leaders are required to attend all summer training activities. Summer training dates are **Thursday, June 14 through Sunday, June 17, 2018**.
- Summer orientation leaders are required to attend all orientation activities from **Monday, June 18 through Friday, June 22, 2018**. Leaders will be “on-call” 24 hours a day during this time.
- Summer orientation is a full-time commitment for the dates listed above. **You may not work other jobs or have other commitments during these times.**

**Remuneration**

- Hourly pay for summer training and program hours at the student worker level I rate of $8.30/hour.
- Meals provided throughout summer training and on program days.
- Free housing during summer training and program days in a university residence hall.
- Intrinsic satisfaction, polo shirts, bags, other swag, and the joy of helping others.