

2024 MANRESA ORIENTATION TEAM  
**candidate packet**

**Candidate packet includes:**

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

**Candidate Checklist**

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- \_\_\_\_\_ 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 OT Supplemental application, online via EngageXU **no later than 11:59 pm on Wednesday, January 31, 2024**. *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 3, 2023. The links to the online sign-ups will be emailed to all applicants and posted at [www.xavier.edu/oneapp](http://www.xavier.edu/oneapp). Interviews will take place February 15, 2024 – February 18, 2024 (days and time vary).
- \_\_\_\_\_ **Show up promptly for your interview!** Do not miss it! Email [www.xavier.edu/oneapp](http://www.xavier.edu/oneapp) or call Student Involvement at 513-745-3754 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 the end of the week of February 24, 2023** at the latest.
- \_\_\_\_\_ \* If you will be studying abroad or outside the Cincinnati area during the spring semester, you must contact Sophie Stewart at [stewarts3@xavier.edu](mailto:stewarts3@xavier.edu) to schedule an alternative interview type. **Please contact her prior to the application deadline to arrange the alternative interview.** Your completed application is due **no later than 11:59 pm (EST) on January 31, 2024** and must be submitted online via EngageXU.

**Selection Requirements**

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1. Complete and submit all **application materials** including the One App and the supplemental pieces.
2. Meet all application/position criteria.
3. Participate in an **individual interview**.
4. If selected, participate in all **orientation team training programs**.

## 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

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- 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
- Understand and support the goals of Manresa.
- Demonstrate 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, including reading the common reading book.
- Attend classes as a full-time undergraduate Xavier student during fall 2022. *Students studying abroad during fall 2024 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 2024-2025 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 [stewarts3@xavier.edu](mailto:stewarts3@xavier.edu).**

### Group Leader Position

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- Responsible for leading a small group of first year students throughout the Manresa 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.

### Staff Member Position

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- Responsible for the coordination and implementation of the logistics involved in running Manresa.
- Will work closely and interact with a variety of populations including fellow staff members, Manresa Core, the Assistant Director of Student Involvement, faculty, staff, new students, and family members of new students.
- Should enjoy working in a detail-oriented setting and taking an active role in problem solving.
- Will strengthen problem solving skills, learn to successfully navigate multiple roles at one time, and enhance organization and logistical planning skills.

### **Orientation Team Member Requirements**

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- 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 on-line social networking tools, 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**

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- Orientation team members are required to complete Spring Orientation Training.
- Orientation team members are required to attend the Orientation Team spring social gathering – anticipated **date Sunday, April 21, 2024.**
- Orientation team members are required to attend all fall training activities. Fall training dates are tentatively scheduled for **Sunday, August 11, 2024 – Wednesday, August 14, 2024.**
- Orientation team members are required to attend all Manresa activities from **Thursday, August 15, 2024 – Sunday, August 18, 2024.** OT members will be “on-call” 24 hours a day 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.**

\*\*The academic calendar for 2024-2025 is still being finalized, so the dates of fall training and Manresa are tentative. To ensure your eligible participation please keep the week prior to these dates free as well. Once the academic calendar is finalized, the dates above and below will be edited to reflect the calendar.

### **Remuneration**

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- Intrinsic satisfaction, t-shirts, bags, other swag, and the joy 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 2024 will move into their campus residence prior to or on the **first day of training in the fall (Sunday, August 11, 2024).** 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. Early arrivals cannot be accommodated.

*Special housing arrangements must be made with the Office of Student Involvement beforehand.*