Xavier University
Manresa Core - Orientation Planning Team Position Descriptions

Term: December 2018 – November 2019

Hours: 2-5 hours/week from January 14, 2019 through May 3, 2019
20 hours/week from May 20, 2019 through July 12, 2019
35 hours/week from July 15, 2019 through August 9, 2019
All time is committed to Manresa August 10, 2019 through August 18, 2019
Limited hours September 2019 through November 2019

Remuneration: Hourly Wage of $8.80 (Student Worker Level II) January 14, 2019 through August 9, 2019
Hourly Wage of $8.80 for up to 40 hours August 10, 2019 – August 18, 2019
Time and a Half Wage of $13.20 for remaining hours August 10, 2019 – August 18, 2019
*Students will earn approximately $4000 - $4400 for the terms of employment
Note: Hourly Wage is estimated and will be finalized based on University wage increases for student workers
Complimentary university housing during summer terms of contract

Core Member Eligibility

- 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
  - G.P.A. of 2.7 or higher
Standing will be verified by the Office of Student Involvement personnel prior to employment and periodically throughout employment period.
- Enrolled for full-time undergraduate coursework at Xavier for the duration of the position (December 2018 – November 2019). Students studying abroad during the spring 2019 semester are not eligible for a position.
Students studying abroad during the fall 2019 semester should discuss their eligibility with the Assistant Director.
- Previous experience as either a Manresa Group Leader or Staff Member.

Core Member Expectations

- Be present for all Manresa activities and events, including but not limited to:
  - Manresa Core Overnight Planning Retreat: January 11, 2019 – January 12, 2019 (arrangements will be made for students living in on-campus housing as this is before halls re-open for the semester)
  - Spring Semester Transfer Orientation: January 13, 2019, 9:00am – 3:30pm
  - Manresa OT Interviews and Selection: February 8-15, 2019 and February 16-17 or 23-24, 2019
  - NODA Region VII Conference: March 1-3, 2019
  - Manresa Orientation Team Spring Training + Social: March/April 2019, exact dates TBD
  - Manresa Orientation Team Fall Training: August 10, 2019 – August 14, 2019
  - Manresa Orientation: August 15, 2019 – August 18, 2019
- Abide by Manresa policies (i.e. alcohol and substance free, appropriate social media presence, etc.)
- Attend all scheduled Core meetings
- Meet all deadlines, keep accurate records, and communicate effectively
- Assist fellow Core members with projects as needed
- Schedule no more than 5 vacation days during summer employment and none after July 15
  - In addition, all Core is off for Memorial Day and July 4th holidays
- Get supervisor approval for all vacation dates, summer classes, work, or regular volunteer commitments during summer employment period (May – August).

General Core Member Responsibilities

All Core members are responsible for the following:

- Develop the Manresa theme and assist with theme implementation
- Assist with Manresa recruitment and selection processes (Group Leader, Staff, Core)
- Regularly check and respond to email, phone calls, and voicemail
- Provide supervision and direction for the entire Orientation Team
- Fill orientation team vacancies as necessary
- Monitor the use and appropriateness of Orientation Team social media accounts
- Maintain an appropriate presence on social media, particularly Twitter, throughout employment
- Prepare thank you items for all program volunteers
- Assist fellow Core members with tasks and projects as needed
Communications Coordinator

The Communications Coordinator is responsible for all internal and external communications regarding training and Manresa, is responsible for theme development (signs, etc.), and coordinates Manresa pieces of the Road to Xavier including small group placement. The specific responsibilities of the Communications Coordinator include, but are not limited to, the following:

Publications

- Work with University Communications and the Assistant Director to complete design and content for publications, which may be but are not limited to:
  - New student and family save the date card
  - New student and family information guide
  - New student folders
  - Orientation team save the date card
  - Flyer with local restaurants and shopping options

Web/E-mail Based Communication

- Participate in Campusuite training in order to serve as the Manresa webmaster
- Update and maintain the Orientation Team Canvas site
- Maintain up-to-date, accurate Manresa information on the Manresa website
- Maintain Manresa presence on the Road to Xavier website, including but not limited to:
  - Core profiles
  - Group leader partner pictures and profiles
  - General Manresa information
  - Inbox messages for new students
- Monitor the use and appropriateness of Orientation Team Facebook pages and Twitter feeds
- Maintain Office of Student Involvement/Manresa presence on Facebook and Twitter during summer months

Small Group Prep

- Work with Web Developer for RTX to create Manresa Small Groups
- Manage small group development logistics (additions, drops, etc.)
- Manage Microsoft Access database and attendance collection/entry

Manresa Theme

- Coordinate the design and production of Manresa t-shirts
- Secure a sign artist and coordinate the development of small group signs, including descriptions
- Assist with design and production of Core video bios and any OT training related videos
- Create bucket stickers, name tags, binder covers, and meal passes using Manresa theme images

Miscellaneous

- Serve as the primary Core photographer/videographer throughout training and Manresa
- Maintain the Orientation Team database
- Maintain e-mail distribution lists
- Develop materials for information fairs (i.e.: tri-fold board, handouts, etc.)
- Assist the Community Development Coordinator with the Real World: Xavier performance

Community Development Coordinator

The Community Development Coordinator is responsible for creating a team atmosphere amongst the orientation team through teambuilding activities, social events, and the OT reception. The Community Development Coordinator is also responsible for the social issues aspects of the orientation program, primarily through producing the monologue presentation (Real World: Xavier). The specific responsibilities of the Community Development Coordinator include, but are not limited to, the following:

Real World: Xavier Presentation

- Select, write, and edit Real World: Xavier monologues as needed
- Design, coordinate, and direct the Real World: Xavier performance
- Select, train, and communicate with Orientation Team performers

Spiritual Activities

- Provide service/faith experiences for students of various faith traditions
- Work with the Center for Faith and Justice to coordinate Interfaith Gathering
  - Interfaith Spiritual Gathering
- Create programs and scripts for each service (as necessary)
- Select readings
- Coordinate music arrangements
Orientation Team Volunteers
- Recruit volunteers to be RW:X performers, musicians, singers, international Group Leaders, etc.
- Work with other Core members and Graduate Intern to coordinate training events including social issues practice, first-timers meeting, affinity groups, and spiritual activities with specific responsibility for social issues practices and spiritual responsibilities rehearsals/training

Orientation Team Development
- Coordinate OT Social events during the spring 2018 semester and fall training
- Create OT challenges and team building activities during fall training
- Coordinate the OT Banquet

New Student Programs Coordinator
The New Student Programs Coordinator is responsible for the daily events during the Manresa program. The New Student Programs Coordinator is also responsible for new student check-in, packet stuffing, volunteer recruitment, and provides support to affinity groups as needed. The specific responsibilities of the New Student Programs Coordinator include, but are not limited to, the following:

New Student Program Events
- Work with the Assistant Director to create new student program schedule of events
- Arrange all speakers, panelists, etc. for the new student program
- Communicate with campus departments regarding staffing and hours during Manresa program
- Coordinate information fair and open houses during Manresa
- Coordinate new student check-in
- Coordinate new student social events
- Coordinate interest sessions
- Create campus tour activity/scavenger hunt for new students
- Coordinate Ignite (closing ceremony)

Vendors/Contracts
- Communicate with all contract services, including Craig Karges, PlayFair, Sex Signals, etc.
- Coordinate all contract/rider needs, including hotel and travel arrangements, hospitality, etc.

Volunteers
- Recruit volunteers for check-in, move-in, packet stuffing and other Manresa needs
- Update and maintain volunteer registration site, confirmation emails, etc.
- Provide necessary training to all volunteers
- Coordinate volunteer, group leader, and staff assignments and schedule for move-in day

Packet Stuffing
- Coordinate all aspects of packet stuffing event
- Communicate with campus offices to secure packet materials in a timely manner
- Coordinate the collection and distribution of flyers/coupons/prizes for packets

Affinity Group Support
- Coordinate support for and communication with students in various affinity groups, including but not limited to commuter students and international students
- Work with offices responsible for these groups to ensure their needs are met

New Student Check-in
- Coordinate new student check-in procedures and logistics
- Train and manage check-in volunteers on move-in day

Miscellaneous
- Order and purchase all supplies for the Manresa program (i.e. wristbands, signboard, etc.)
- Work with dining services to coordinate meals during OT Training and Manresa
- Work with the Communications Coordinator to assign small groups and manage attendance
- Arrange support for students with special needs or accessibility concerns

Operations Coordinator
The Operations Coordinator is responsible for the logistical operations of the Manresa program including managing facility reservations and space set-ups and coordinating the new student move-in process with campus partners. The Operations Coordinator is also responsible for the training, development, and supervision of the Manresa Staff. The specific responsibilities of the Operations Coordinator include, but are not limited to, the following:
Facilities
• Create and maintain the master schedule for Manresa
• Confirm and/or reserve all facilities needed for Manresa
• Coordinate audiovisual needs and room set-ups
• Meet with Cintas staff, theater technical director, food service, campus police, physical plant, and residence life to communicate master schedule planning
• Coordinate small group meeting locations and hall access

Staff
• Develop a cohesive, motivated staff team
• Coordinate and manage staff assignments
• Form staff facilitation groups
• Delegate responsibilities to staff facilitators
• Provide supervision and direction for all staffers throughout program

Training
• Work with Training Coordinator to design and implement orientation team spring training
• Design and implement staff facilitator spring training (as needed)
• Assist Graduate Intern with implementation of staff facilitator training sessions during fall training
• Design and facilitate training sessions for staff during fall training

Move-In
• Coordinate Move-In day logistics, including routes, signs, driving directions, music, etc.
• Provide training for the orientation team related to Move-In

Miscellaneous
• Coordinate transportation needs, including vans, buses, and golf carts
• Coordinate headset and phone communication systems
• Coordinate use of laundry facilities
• Coordinate housing for orientation team

Training Coordinator
The Training Coordinator is responsible for the training and development of the Orientation Team, with specific responsibility for the group leaders. The Training Coordinator is also responsible for the creation of all Manresa small group sessions and provides supervision and direction for group leaders for the duration of the program. The specific responsibilities of the Training Coordinator include, but are not limited to, the following:

Training
• Work with Operations Coordinator to develop spring training events for the orientation team
• Design and implement group leader facilitator spring training (as needed)
• Develop fall training schedule and select guest presenters in consultation with Assistant Director
• Develop group leader training sessions with feedback from Core and the Assistant Director
• Prepare training introductions and transitions
• Create detailed training schedule and script
• Communicate with speakers about training sessions
• Work with Operations Coordinator to secure training facilities and technical needs
• Design and implement Online Training Modules (OTMs) throughout the summer
• Work with New Student Programs Coordinator to plan the Orientation Team first timers meeting
• Work with all Core members to coordinate training events including social issues practice, first-timers meeting, affinity groups, and spiritual activities
• Manage the orientation team letter writing campaign to new students

Small Group Sessions
• Develop small group sessions with feedback from Core and the Assistant Director
• Create handouts for small group and training sessions as needed
• Prepare training and small group session supply needs
• Create supply pick-up and drop-off lists

Supervision
• Select and communicate with group leader facilitators
• Form group leader facilitation groups
• Assist Graduate Intern with implementation of facilitator training sessions during fall training
• Provide supervision and direction for all group leaders throughout the program

Note to all applicants: Projects and positions are flexible and assigned at the discretion of the assistant director, based on strengths of team members and needs of the program.