



2020-2021
POSITION DESCRIPTIONS

THANK YOU FOR YOUR INTEREST IN STUDENT LEADERSHIP AT SAINT XAVIER UNIVERSITY!

POSITIONS AVAILABLE

Student Life: Orientation Leader, Cougar Peer Mentor

Campus Ministry: Peer Minister & Resident Peer Minister

Student Activities: Saint Xavier Council

Residence Life: Resident Assistant, Residence Housing Association and Resident Peer Academic Leader

Students selected for these positions are integral to the success of our programs and services.

If you have questions regarding position-specific details, please contact the staff email listed under each position description. If you have any questions regarding the application process or to verify that your complete application has been submitted, please contact 773-298-3977 or email studentleaderapps@sxu.edu.

QUALIFICATIONS

- Be a currently enrolled undergraduate at Saint Xavier University returning for fall 2020
- Have a minimum 2.60 cumulative GPA (RPAL: minimum 3.0)
- Be in good academic and disciplinary standing
- Have the ability to establish rapport with a diverse group of students including a willingness to assist in orienting students to the University through various initiatives
- Have the ability to communicate information clearly and effectively to all students including those for whom English may be a second language
- Possess excellent organizational skills
- Be self-motivated
- Have the ability to take directions and work cooperatively with SXU staff

APPLICATION PROCESS

To start the application process, follow these steps:

1. Watch the X-Factor Info Video.
2. Using your SXU NetID credentials, log into The Den, which is also accessible through the mySXU portal.
3. In the search bar, enter "X-Factor" and select "X-Factor Student Leadership Applications."
4. Click the blue "Join" button near the top right.
5. After your request to join the page has been accepted (which could take up to 24 hours), you will have access to the application, which can be found on that page under "Forms."

6. X-Factor applications are due Sunday, January 26, 2020, at 11:45 p.m.

Tips for successful completion of the process:

- If you have not already done so, please update your profile on The Den, this can be found by clicking on your initial/picture at the top right of the home page.
- Please make sure that your email settings allow for communication from The Den as you will receive important emails from The Den regarding the application and interview process.

DATES TO NOTE

- New Applicant Group Process Invitations will be sent by January 31, 2020, with sign up instructions for sessions on either February 3, 4 or 5 (Time TBD)
- New Applicant Individual Interview Dates: February 18-21 (**Applicants who continue in the process will receive an email by February 11 to sign up for a date and time. Interviews will be scheduled in 20-minute slots.)

JOB DESCRIPTION

Orientation Leaders (OLs) serve as the student leaders of Saint Xavier University's new student and family orientation programs – Via (First-Year Orientation), Cougar Trax and Welcome Week. OLs participate in the program's preparation, implementation and evaluation while working closely with students and parents/guardians in their transition to Saint Xavier. OLs must attend mandatory training sessions (spring and summer) and all five one-day Via sessions. Other general responsibilities will include: the facilitation of small-group discussion and interaction among students and/or parents/guardians, leading programs and panels, acting in OL Theater, assisting in activity implementation (planning, setup/cleanup, evaluation), assisting the Student Affairs staff as needed, and other duties as assigned.

QUALIFICATIONS/EXPECTATIONS

- Possess a superior level of familiarity with Saint Xavier University
- Possess exceptional leadership skills, problem-solving ability and attention to detail
- Demonstrate a desire to work with students, parents/guardians (possible sole focus on parents/guardians), faculty and staff
- Prior experience as a student leader (in a formal or informal capacity) preferred, but not required
- Ability to work with a diverse group of students, to be in close and constant proximity to other leaders and orientation staff, and to maintain positivity and high-energy throughout an intense, one-day program
- Willingness to follow staff directions and SXU and orientation policies and procedures, noting that professionalism and good judgment are vital at all times
- Must be willing to communicate major concerns immediately to supervisors, noting that general day-to-day concerns may be handled between the OL staff themselves
- OLs must be available during the summer to participate in spring meetings/trainings, summer training, all Via sessions and in the fall for Cougar Trax and Welcome Week (see dates below)
- During Orientation Leader training and for all Via sessions, OLs may not leave for class or other jobs; please consult with supervisors for extenuating circumstances
- Note that position/performance feedback will be provided two times; once between Via sessions and once at the completion of all Via sessions
- Assist with projects as needed and complete other duties as assigned
- Work on advance planning for Via starting in spring 2020 in one of the following categories:
 - Marketing (general communication/social media management/admission calls)
 - Online Orientation (Canvas Course site interaction/preparation)
 - Logistics (session planning, late night programming, set-up/clean-up after each meal/training session)
 - Training (coordination of OL training/content/meal orders/prep)
- Required Dates for OLs:
 - Spring Meetings: March and April (Evening or Saturday, TBD)
 - Residence Hall Move-in: Sunday, June 7, 2020 (Noon-6 p.m.)
 - Training: Monday, June 8 – Friday, June 12
 - Session 1: Sunday, June 14
 - Session 2: Tuesday, June 16
 - Session 3: Thursday, June 18
 - Session 4: Sunday, July 19
 - Session 5: Tuesday, July 21
 - Notes: Wednesday, July 22 will also be a work day. OLs must vacate residence hall rooms Friday, June 19 (by 4:30 p.m.) – Saturday, July 18 (returning Noon-5 p.m.). Final move out will be Thursday, July 23 (by Noon).
 - Cougar Trax: Friday, August 21
 - Welcome Week: Monday, August 24 – Saturday, August 29

COMPENSATION

A stipend of \$1,200 (paid in installments throughout the summer and early fall); use of a residence hall room (June 7-19 and July 18-23) and some meals provided during training and Via sessions.

CONTACT

Alexa Zaharris, Director of Campus Life, zaharris@sxu.edu

COUGAR PEER MENTOR (CPM)

STUDENT AFFAIRS

JOB DESCRIPTION

Cougar Peer Mentors (CPMs) serve as a resource and mentor to all new students as they transition to the Saint Xavier University community.

Every incoming first-year student at SXU is required to take a Transitions course to help them get acclimated to their college experience. CPMs work in conjunction with the course instructor and act as a liaison between the students and the instructor and assist in facilitating class discussions, teach appropriate course content, assist in preparing class materials and answering questions students may have. CPMs also attend and staff first-year events in the fall and spring semesters.

QUALIFICATIONS

- Ability to establish rapport with a diverse group of students, establish a positive tone in class and advocate for student needs
- Ability to communicate information clearly and effectively
- Possess a superior level of familiarity with Saint Xavier University resources

EXPECTATIONS

- CPMs must attend each class session of their Transitions section (usually scheduled MON/WED 2-3 p.m. or 3-4 p.m. or T/TH 2-3 p.m. or 3:30-4:30 p.m.) and will assist their instructor with class planning and be an active participant in class
- Communicate with each student in your Transitions section throughout the fall and spring semesters, this includes:
 - conducting a one-on-one meeting with each student (required in fall only),
 - organizing one activity for all students in your class each semester (study session, social event, class reunion, etc.)
 - sending weekly emails to your students regarding class announcements and campus events
- Staff various first-year events hosted by the CPMs in fall and spring. These events include but are not limited to Welcome/Winter Week events, Super Saturdays, and Commuter and Wellness programs.

REQUIRED DATES:

Participate in Opening Week (Week of August 19, 2020) for student leadership development and position training days
All CPMs participate in Cougar Trax (August 21, 2020)

COMPENSATION

Cougar Peer Mentors will receive a \$300 stipend for the fall semester and an additional \$100 for the spring semester. CPMs must work approximately 2-3 hours/week in the fall and 1 hour/week in the spring semester.

CONTACT:

Samantha Maher Sheahan, Associate Dean of Students, mahersheahan@sxu.edu

JOB DESCRIPTION

Students who serve on Saint Xavier Council have the unique opportunity to represent their fellow students and become a student leader at Saint Xavier University. SXC is a place where all students – those new to leadership and those experienced student leaders – get a chance to work with their peers, university administrators, develop effective speaking skills, and be a voice for all SXU students. Join us as a member of one of the following two branches:

- Legislative Branch acts as the bridge between students and administrators by sharing student ideas, opinions and concerns with appropriate administrators, writing legislation and serving as the voice of the student body. This branch also acts as administrator of the Student Activity Fund to registered student organizations and manages the operational budget for SXC.
- Programming Board sponsors annual, social and cultural events for the entire SXU community. They also manage all internal and coordinates all external communication to the SXU community, through creative design, social media, and various promotions.

QUALIFICATIONS/EXPECTATIONS

- Holds 3 office hours per week to administratively staff the SOC, work on special projects, your duties, etc.
- Attend regularly scheduled SXC, branch and committee meetings and campus events
- Ability to establish rapport with a diverse group of students & communicate clearly and effectively
- Attention to detail and strong event planning/logistical skills
- Student Government experience or event planning experience (in High School, etc.) preferred
- Ability to make one-year commitment (through May 2021)

AVAILABLE POSITIONS & COMPENSATION

There are both volunteer and X-Factor Paid positions on SXC. Students can run to be elected for volunteer senator positions every Fall. More information for that will be sent at the beginning of the academic year. Here are the paid X-Factor Positions by branch:

a. Executive Board

- Executive President of SXC [stipend is \$800 per semester, paid in two parts]
- Executive Vice President of Programming [stipend is \$700 per semester, paid in two parts]
- Executive Vice President of Senate [stipend is \$700 per semester, paid in two parts]

b. Programming Board Positions

- Director of Night & Weekend Events [stipend is \$500 per semester, paid in two parts]
- Director of Daytime and Commuter Events [stipend is \$500 per semester, paid in two parts]
- Director of Diversity and Inclusion Events [stipend is \$500 per semester, paid in two parts]
- Director of Multimedia Marketing and Communication [stipend is \$500 per semester, paid in two parts]

c. Legislative Branch Positions

- Vice President of Academic and Student Affairs [stipend is \$500 per semester, paid in two parts]
- Vice President of Commuter Affairs and RSO Budget Liaison [stipend is \$500 per semester, paid in two parts]
- Vice President of Wellness, Sustainability and Philanthropy [stipend is \$500 per semester, paid in two parts]
- Vice President of Diversity and Inclusion [stipend is \$500 per semester, paid in two parts]

CONTACT:

Alexa Zaharris, Director of Campus Life, zaharris@sxu.edu

JOB DESCRIPTION

Peer Ministers (PMs) serve as student leaders representing the office of Campus Ministry. Each PM takes on a leadership role for a particular area of programming and outreach, such as retreat planning, social justice education, coordination of local service opportunities, organization of spring break service trips, liturgical planning, and commuter ministry. Aside from their individual responsibilities, all PMs work as a team to support their fellow student leaders and the professional staff in engaging the University community in the work of Campus Ministry. All PMs aid in extending the presence of Campus Ministry to every corner of the University, and regularly work to include all students in opportunities for prayer, reflection, and service.

QUALIFICATIONS/EXPECTATIONS

- Active engagement in personal spiritual life
- Ability to plan, coordinate, train leaders, recruit participants, and lead faith-based programming
- Attention to detail in event planning and ability to inspire team members
- Willingness to engage in prayer and grow in faith as a part of the learning experience
- Demonstrable skills in the areas of leadership, evangelization and ministry
- Comfort and ability to speak about one's own faith and religious experience clearly and publicly
- Participation in PM retreats, supervision sessions, monthly formation gatherings and special events
- An outstanding witness to the core values and Catholic, Mercy heritage of the University through faithful, compassionate, and ethical living

POSITIONS AVAILABLE

Each Peer Minister will have particular responsibilities, while also collaborating with the Peer Ministry Team as a whole. Some possible positions include:

- Student Retreat Coordinator (Quest, Awakenings, Women's, Busy Person's, Senior, Athlete, Outdoor)
- Student Coordinator for Local Community Service
- Student Coordinator for Spring Break Service
- Student Leader of Social Justice Education Initiatives
- Student Coordinator for Liturgical Ministry
- Student Leader for Commuter Outreach

Note: Specific position availability is subject to change based on applicant pool and at the discretion of the Director of Campus Ministry.

COMPENSATION

All Peer Ministers receive a \$500 stipend per semester, one formation retreat per semester, monthly formation activities, and regular support/supervision from professional staff.

CONTACT:

Deirdre Kleist, Director of Campus Ministry, kleist@sxu.edu

RESIDENT PEER MINISTER

CAMPUS MINISTRY

JOB DESCRIPTION

Resident Peer Ministers (RPMs) serve as student leaders of Campus Ministry by acting as strong witnesses to faith on campus. RPMs carry out their responsibilities while actively engaging in the spiritual, liturgical and social life of the University. RPMs are assigned a residence hall in which they will live, support residents and provide regular programming that helps students engage in important topics including social justice, the core values of the University and the practice of faith. RPMs also extend their ministerial outreach to all student residents on campus through creating and supporting faith-sharing groups in all residential areas. As members of the broader Peer Ministry team, RPMs also support their fellow student leaders and the professional staff in engaging the University community in the work of Campus Ministry. All Peer Ministers aid in extending the presence of Campus Ministry to every corner of the University, and regularly work to include all students in opportunities for prayer, reflection and service.

QUALIFICATIONS/EXPECTATIONS

- Active engagement in personal spiritual life
- Ability to reach out, listen and offer support and service to peers as a religious leader
- Willingness to engage others in conversations about faith and spirituality
- Demonstrable skills in the areas of leadership, evangelization and ministry
- Comfort and ability to speak about one's own faith and religious experience clearly and publicly
- Participation in PM retreats, supervision sessions, monthly formation gatherings and special events
- Attendance at regular Hall and University Housing Staff trainings and meetings
- An outstanding witness to the core values and Catholic, Mercy heritage of the University through faithful, compassionate and ethical living

COMPENSATION

Resident Peer Ministers receive a \$1,000 stipend per semester, one formation retreat per semester, monthly formation activities, regular support/supervision from professional staff, and the option to have a single room if available.

CONTACT:

Deirdre Kleist, Director of Campus Ministry, kleist@sxu.edu

RESIDENT ASSISTANT (RA)

RESIDENCE LIFE

JOB DESCRIPTION

Resident Assistants (RA) are an integral part of the residence hall community who coordinate experiences and opportunities that support the mission and learning objectives of Residence Life. The RA's primary responsibility is to act as a facilitator for the residence hall community by fostering dialogue and connections among residents through peer education and support. They are the staff members who have the most direct and constant contact with students. The RA articulates the philosophy and policies of Residence Life and the University. RAs represent the department and act as a role model for students. RAs are assigned to a residence hall area of approximately 30-50 residents.

General responsibilities will include: duty night coverage (weekly, some weekends and closed periods) of the residence halls; fostering community development in the hall and on own floor through programming; reporting maintenance issues promptly and following up until completion; acting as helper/mediator in certain situations; assist with crisis response; being aware of university services (making referrals when necessary); attending all training sessions, staff meetings, and monthly meetings; working closely with Public Safety and Administrative Services to ensure a safe and clean environment; maintaining open lines of communication between all staff members; working closely with the supervisor to plan semester goals and to keep informed of the happenings in the residence halls; and other duties as assigned. The RA is responsible to their direct building supervisor

ADDITIONAL QUALIFICATIONS

- Ability to function well in emergency/ambiguous situations, emotionally charged circumstances and crises
- Ability fully participate and complete Student Leader training during the Spring 2020 semester
- Available for UHS fall training (beginning August 3, 2020) and spring training (Friday, January 8, 2021). (We will work with athletes who have training/practices.)
- Basic agreement with the goals, philosophy and policies of the housing program
- Campus resident for at least one semester preferred
- Ability to be an RA wherever placed in University Housing for the entire year. RAs may be relocated at any point to meet the needs of University Housing. Students graduating in December 2020, studying abroad and/or student teaching during one of the semesters are ineligible to apply.

COMPENSATION

Private or semi-private room in University housing (in rare cases there may be exceptions); Board Plan (varies according to placement); \$1,000 stipend (over the course of the academic year). Please note that not every RA has a sink or private bathroom. Room and board compensation is funded as a RA Award through the Office of Financial Aid. This may impact financial aid packages.

CONTACT:

Andrye Austin, Assistant Director of Residence Life, austin@sxu.edu

RESIDENT PEER ACADEMIC LEADER (RPAL)

RESIDENCE LIFE

JOB DESCRIPTION

The Resident Peer Academic Leader (RPAL) is someone who serves as an academic role model for resident students. This person will provide academic support through programming, organizing study sessions, creating academic bulletin boards and supporting students through individual relationships.

RESPONSIBILITIES AND EXPECTATIONS

- Work 8 hours per week
- Attend all training sessions, staff meetings and monthly meetings
- Plan and implement floor and community-wide programs
- Host weekly study sessions
- Coordinate support resources from the Learning Center
- Maintain academic support resource information
- Comply with University and Housing policies and procedures
- Complete other duties as assigned by University Housing

ADDITIONAL QUALIFICATIONS

- Reside in University Housing for the duration of the position. Previous on campus living experience preferred.
- Ability fully participate and complete Student Leader training during the Spring 2020 semester
- Available for UHS fall training (beginning August 3, 2020) and spring training (Friday, January 8, 2021). (We will work with athletes who have training/practices.)
- Commit to serve as a Resident Peer Academic Leader for the duration of the year. Students graduating in December 2020, studying abroad and/or student teaching during one of the semesters are ineligible to apply.

COMPENSATION

Stipend of \$1,350/semester; room accommodations will be identified prior to reassignment.

CONTACT:

Andrye Austin, Assistant Director of Residence Life, austin@sxu.edu

RESIDENCE HALL ASSOCIATION (RHA)

RESIDENCE LIFE

JOB DESCRIPTION

The Residence Housing Association (RHA) is a governing body who acts as an advocate for the residential community of Saint Xavier University by addressing issues and concerns, reviewing and recommending policies, and hosting on-campus events to foster community.

GENERAL RESPONSIBILITIES AND EXPECTATIONS

- Attend Weekly RHA Exec Board Meetings
- Attend monthly Resident Assembly meetings held the second Tuesday of the month at 9:30 p.m.
- Meet weekly or bi-weekly with your assigned Advisor
- Serve as a liaison between RHA and residents in your community, representing the interests of the general residential body
- Use appropriate administrative avenues to advocate for resident needs and interests
- Plan and implement large scale events such as the annual Halloween Bash, Holiday Party, Monthly Snix Snax, Residents Day, Resident Appreciation Day and others as determined by the Exec Board
- Meet with various SXU administrators as needed
- Provide support and direction (as needed) to your assigned Hall Council representatives

SPECIFIC POSITIONAL RESPONSIBILITIES

President

- Runs meetings (Exec Board and Resident Assembly)
- Convenes President's Council (with Hall Council Presidents)
- Holds monthly Office Hours
- Facilitates annual Resident Satisfaction Survey
- Works with SXC (as needed)
- Driver of overall RHA work

VP Internal Affairs and Communication

- Coordinates Hall Council Elections at the start of the academic year
- Coordinates Battle of the Buildings (BOB) with Hall Councils (Spring Semester)
- Serves as primary liaison between RHA and Hall Councils
- Manages RHA marketing/emails to resident
- Coordinates the RHA Newsletter
- Educates residents about Meal Plan

COMPENSATION

President- \$600 per semester; NCC- \$550 per semester; VP's- \$500 per semester

CONTACT:

Shavonn Nowlin, Assistant Director of Residence Life, nowlin@sxu.edu; or

Andrye Austin, Assistant Director of Residence Life, austin@sxu.edu

VP Outreach

- Coordinates service opportunities for residents
- Serves as the lead RHA Food Committee Representative
- Serves as point person for non-Residence Life and/or local community-wide events
- OCM care package/linens coordinator
- Holiday Party lead

VP Inclusion

- Advocate for needs of underrepresented groups of residents
- Represent RHA on committees such as Black History Month, Herstory Month, Diversity Week, Multicultural Council, etc.
- Develop programming for residents specifically around the topics of diversity and inclusion.

VP Admin (Records/Minutes) and Finance (Budget)

- Takes/posts minutes
- Oversees budget/ budget requests
- Maintains forms, files, records for RHA
- Coordinates Fundraising Efforts
- Committee: as necessary
- Will lead and assist with various events and RHA initiatives as assigned

National Communications Chair (NCC)

- Manages the affiliation and relationship with NACURH/GLACURH
- Coordinates all aspects of participation at regional and national conferences
- Works closely with NRHH to write NACURH/GLACURH bids
- Educates the board about resources found through NACURH/GLACURH

ADDITIONAL QUALIFICATIONS

- Ability fully participate and complete Student Leader training during the spring 2019 semester
- Available for UHS fall training (dates are TBD but after August 3, 2020) and spring training (Friday, January 8, 2021)