New Student & Family Programs
Orientation Leader Application Information
2019

New Student & Family Programs Mission

The mission of New Student & Family Programs is to provide new undergraduate students the information and activities needed to transition smoothly to the University of North Carolina at Chapel Hill, and to promote an ongoing relationship between the families of all Carolina students and the University in support of their students’ success at Carolina.

New Student & Family Programs Core Values

Learning: Facilitate the student academic experience
Student Success: Provide support through transitions
Inclusivity: Cultivate an inclusive campus community
Collaboration: Foster community connections with internal and external partners
Communication: Communicate expectations, services, and resources
Leadership: Promote leadership and engagement opportunities

Orientation Leader Position Description

The Orientation Leader (OL) team has the primary responsibility of helping new first-year and transfer students make a smooth transition to UNC-Chapel Hill. OLs assist with First Year Orientation, Transfer Orientation and Family Orientation, and continue their commitment to serve first-year and transfer students by participating in Week of Welcome activities (as part of Tar Heel Beginnings) and Family Weekend. OLs communicate information regarding the University community, assist new students in connecting with peers, faculty and staff, and serve as positive role models of what it means to live and learn in the diverse Carolina community.

Past OLs often cite the Orientation Leader experience as integral to their current success in professional school, graduate school and professional practices as alumni.

New Student & Family Programs is committed to hiring a diverse group of creative and highly-motivated student leaders to sustain the OL legacy.

Orientation Leader Learning Outcomes

The OL training curriculum and position is intentionally designed such that upon completion of the appointment, OLs will be able to...

Self-Awareness
- Identify personal strengths, skills, values, and identity.
- Demonstrate personal responsibility for actions and decisions.
- Represent themselves and the University in a professional manner.
- Recognize and appreciate diverse perspectives.

Critical Thinking
- Identify and apply concepts related to team leadership, group dynamics, collaboration, and facilitation.
- Adapt to change and actively solve problems.
Communication
- Manage conflict with civility and respect for others.
- Cultivate an environment that is inclusive, civil and welcoming.
- Effectively communicate in large and small group settings.
- Engage across differences.

Job Knowledge
- Understand the issues related to first-year students', transfer students', and families’ transitional experiences.
- Identify campus resources and provide appropriate referral information.
- Effectively manage multiple tasks and responsibilities.
- Identify the value of self-reflection for personal development.
- Facilitate proactive transitional support for new first year and transfer students and Carolina family members.

Orientation Leader Qualifications
- May not graduate before December 2019.
- Possess a positive attitude, high energy level, knowledge of and enthusiasm for Carolina.
- Demonstrate interest in advancing skills learned from orientation leader position
- Exhibit good teamwork, communication, and interpersonal skills
- Demonstrate respect for the diverse Carolina community and exhibit a desire to work well with a diverse group of students, staff, faculty, administrators, new students and new family members.
- Demonstrate the ability to problem solve, take initiative, and manage conflict.
- Exhibit leadership potential, professional demeanor, strong work ethic and willingness to accept responsibility.
- Have a working knowledge of University resources.
- Agree to abide by all University policies and civic laws.

Conditions of Employment

I. Terms and Conditions of Employment
   A. Academic Standing
      1. OLs must be full-time undergraduate students; have a minimum 2.5 GPA and be in good disciplinary standing with the University.
   
   B. Supervision
      1. All OLs will be directly supervised by the NSFP Coordinator, Carla Rodriguez, who will be assisted by NSFP staff and two graduate interns.

   C. Summer Classes and Employment
      1. OLs may NOT register for courses during the summer sessions and may NOT hold part-time jobs, which CONFLICT in any way with Summer Orientation sessions and the leader’s responsibilities.

   D. Length of Position
      1. The duration of the OL position is January 1, 2019 through December 31, 2019.

   E. Training Dates
      1. OLs MUST participate in weekly training sessions during the spring semester on Wednesdays from 3:00 pm-5:30 pm beginning on January 9th, 2019. Please note that on January 16, February 20, March 20 and April 17 the meeting will be facilitated from 4:00pm to 6:00pm instead of 3:00pm – 5:30pm. These meeting times should NOT conflict with any classes or other extra-curricular activities. ALL OLs are expected to be present and fully engaged at EACH training meeting for the entire meeting.
2. OLs must participate in a two-week training program from May 20 – May 30, 2019 (Time is subject to change). Training sessions are expected to last from 9:00 a.m. until 10:00 p.m. each day.
3. OLs will attend an off-campus weekend NSFP Student Leader retreat January 19-20 2019.
4. OLs will attend the Southern Regional Orientation Workshop (SROW) at Coastal Carolina University in Myrtle Beach, SC. Departure will be in the morning of Friday, March 15, 2019. The team will return to campus in the evening on Sunday, March 17, 2019.

F. Training Activities
   1. OLs will spend approximately two to three hours each week participating in SROW committees. These commitments must be completed in addition to or outside of weekly meetings.
   2. OLs will support the Carolina Summer Reading Program by promoting the program to new students and their families. New Student & Family Programs will provide a copy of the book to each OL with the expectation that the OL read the book in preparation to participate in a facilitated book discussion with other OLs during training.

G. Orientation Sessions
   1. OLs must understand that dates and times are subject to change depending upon the University calendar departmental and university planning.
   2. Depending upon staffing needs, OLs might be offered the opportunity to assist NSFP with prospective and admitted student events during the Spring Semester. Attendance will be based on availability and assigned on a rotating basis.

H. Attire
   1. Each OL must present a positive image of UNC by dressing appropriately for all sessions. Each OL will receive a uniform consisting of a polo, 2 OL T-shirts, 2 Carolina t-shirts, 2 shorts, closed-toed shoes, belt and nametag to be worn during orientation sessions. In addition, to create a professional image, polos will be required to be tucked in at all times and the appropriate nametag is to be worn at all times.

I. Summer Living
   1. OLs must move in to their summer residence on Sunday, May 19, 2019.
   2. OLs must reside in assigned campus housing during Summer 2019.
   3. OLs must not have overnight guest(s) the evening before an orientation session or team training/meeting.
   4. OLs must be back in Chapel Hill by 9pm on Sundays before Orientation Sessions, unless early arrival or set up duties (6:00 pm -8:00 pm) are assigned.
   5. OLs must remain in summer residence the evening of Day 1 Orientation Sessions.
   6. OLs must vacate summer housing by the morning of Saturday, July 27, 2019.
   7. OLs must return to their fall residence by Monday, August 12, 2019.
   8. Please Note that housing will not be provided after the July 27th move out date.

J. Email Communication
   1. Per University HR Policy, all faculty, staff and student-employees must use University-owned, managed, or approved email addresses for all work-related email correspondence (i.e. Email accounts that end in unc.edu including the new HeelMail live.unc.edu service for students). All faculty, staff and student-employees must maintain a University email address in the campus directory; faculty, staff, and student-employees may not automatically forward email from campus email systems to external non-University managed email systems (such as Yahoo, Gmail, Hotmail, etc.).
K. Conduct
1. OLs must understand this position carries an obligation to conduct themselves in a manner appropriate to their position as a representative of the University and to live and work in accordance with, uphold, and abide by all University policies and regulations. Any violation of these policies will be reviewed and addressed on a case-by-case basis and may result in immediate termination.

II. Responsibilities
The following is a summary of expected duties. The list is not comprehensive and additional duties may be assigned at any time during your appointment.

A. Assistance to Families and Students
1. OLs will welcome new students and family members to the University and assist them in the initial orientation registration and check-in. Specific tasks are assigned to each OL per session which serve as a critical role in the orientation program.
2. OLs will assist in the implementation of specific programs for summer orientation and work with students and families on a rotating basis throughout the summer.
3. OLs will serve as a role model and facilitator to new students and families during small and large group settings.
4. OLs will serve as a source of information regarding academic, policies and procedures, campus services, activities, building locations, and all other aspects of life at UNC.
5. OLs will conduct small group meetings and discussions for new students and their family members. OLs will be required to review important University information.
6. OLs will represent all University organizations to the best of their ability to new students and their families.
7. OLs will assist college advisors and representatives, in order to help students understand the registration process.
8. OLs will assist with responsibilities related to OL staff motivation.
9. OLs will each meet individually with the Coordinator to review job performance and questions or concerns.
10. OLs will engage in reflective assessment activities throughout their term of employment to provide feedback about their experience, knowledge, skills, development etc.
11. Each OL must stay in their own room the night before and the night during an orientation session. Overnight guests are not allowed to stay with OLs during this time.

B. Administrative Duties
1. OLs will work individually and collectively to help each other perfect skills in program presentations, facilitating small group discussions, performing skit lines and dance steps, and to increase each other’s knowledge of the University’s and NSFP’s goals, academic and social programs, personnel resources, and facilities.
2. OLs will design and construct all necessary program materials and/or arrange for their rental to successfully present aspects of summer orientation programs (i.e. skits).
3. OLs will assist with administrative tasks during Orientation as delegated by NSFP staff. These tasks will include, but not be limited to: assisting with late check-in, placing and collecting directional signs, distributing and collecting participant evaluations, assisting with program presentations, attending the various programs during each Orientation session, making signs, placing labels on materials and assembling nametags, running errands, assisting with Orientation parking, cleaning out storage closets after sessions, etc.
4. OLs will assist with other duties related to New Student & Family Programs as assigned.

D. Communication
1. OLs will send a minimum of 5 group communications to the students in their small groups between August 2019 and December 2019 to continue to foster student connections. These communications should be documented with the Coordinator of NSFP.
E. Week of Welcome
1. OLs will work with Tar Heel Beginnings Co-Chairs and Board Members to complete all necessary preparations to implement Week of Welcome (WOW), such as: room/equipment set-up, engaging with participants, clean-up, and other tasks that might arise.
2. OLs will sign up for Week of Welcome programs to attend with their students. Programs will be selected based on Returning OLs’ academic schedule.
3. OLs will sign up for Week of Welcome tent shifts based on their academic schedule.

F. New Student Convocation
1. OLs will attend and assist with New Student Convocation by handing out programs, ushering participants to their seats, and other tasks that may arise.
2. OLs will assist and facilitate New Student Convocation preparation.

G. Summer Reading
1. OLs will assist with the implementation of the Carolina Summer Reading Program Book Discussions by assisting with setup, delivery of materials to Discussion Leaders, counting the number of participants, and assisting with other tasks that may arise.

H. Family Weekend
1. OLs will assist with the preparation and implementation of Family Weekend by assembling packets, assisting with check-in/registration, assisting with parking, assisting with set-up/cleanup, engaging with participants, and other tasks that may arise (specific 2018 dates TBA, typically hosted in late September or early October 2019).

I. Tar Heel Beginnings
1. OLs will attend, with their orientation group, and assist the presenter(s) with at least one NSFP Tar Heel Beginnings event a month from August 2019 to December 2019. The event must be approved and documented with the Coordinator by established deadlines.

OL Compensation

A. Starting January 1, 2019 through April 30, 2019, you will be paid $400 (gross) distributed in monthly installments (January, February, March, and April) of approximately $100 (gross).

B. Starting May 1, 2019 through August 31, 2019, you will be paid $3,060 (gross) distributed in monthly installments (May, June, July, and August) of approximately $765 (gross).

C. Starting September 1, 2019 through December 31, 2019, you will be paid $300 (gross) distributed in monthly installments (September, October, November, and December) of approximately $75 (gross).

D. You will also be compensated as follows:
   1. During May training through the end of the July Orientation session, OLs will be provided with an air-conditioned room on campus;
   2. Lunch during May training;
   3. Lunch and dinner on First-Year Orientation Day 1; breakfast and lunch on First-Year Orientation Day 2; breakfast and lunch on Transfer Orientation.
   4. OL staff uniforms
### 2018-2019 IMPORTANT OL DATES

**NSFP Student Leader Group Interview Process**
- Monday October 29 & Tuesday, October 30

**NSFP Staff Retreat Off-Campus: Location TBA (transportation, lodging and meals provided)**
- Saturday, January 19-Sunday, January 20, 2019

**Southern Regional Orientation Workshop (SROW) at Coastal Carolina University**
- March 15-17, 2019

**Spring 2019 Semester Staff Meetings**  
(All meetings will be located in F.P.G. Student Union)
- Wednesday, January 9: 3:00PM – 5:30PM
- **Wednesday, January 16: 4:00PM – 6:00PM**
- Wednesday, January 23: 3:00PM – 5:30PM
- Wednesday, January 30: 3:00PM – 5:30PM
- Wednesday, February 6: 3:00PM – 5:30PM
- Wednesday, February 13: 3:00PM – 5:30PM
- **Wednesday, February 20: 4:00PM – 6:00PM**
- Wednesday, February 27: 3:00PM – 5:30PM
- Wednesday, March 6: 3:00PM – 5:30PM
- **Wednesday, March 20: 4:00PM – 6:00PM**
- Wednesday, March 27: 3:00PM – 5:30PM
- Wednesday, April 3: 3:00PM – 5:30PM
- Wednesday, April 10: 3:00PM – 5:30PM
- **Wednesday, April 17: 4:00PM – 6:00PM**
- Wednesday, April 24: 3:00PM – 5:30PM

*Denotes all NSFP Student Leader training dates

**May Training:** Please note dates pending

**Orientation Dates for Summer 2019 Please note that Orientation Dates are pending**
- To Be Determined

**Additional NSFP Required Programs**
- Week of Welcome (WOW): Friday August 16-Sunday August 25, 2019
- Convocation: Sunday August 18, 2019
- Summer Reading: Monday August 19, 2019
- Family Weekend: Date TBA: Typically, late September or early October
- Tar Heel Beginnings: August, 2019 – December, 2019

**Fall 2019 All Staff Meetings**
- Wednesday September 25: 4:00-6:00pm
- Wednesday October 23: 4:00-6:00pm

**NSFP Student Leadership Appreciation**
- Thursday, November 14
Orientation Leader Selection Process

Review of Application:
The online application is designed to better inform us about your personal background, work history, academic pursuits, and interest and motivation for becoming a NSFP orientation leader.
Applications will be made available at http://nsfp.unc.edu on Monday, September 24th. Applications are due Monday, October 22nd by 11:59pm.

Group Interview Process (Pending invitation):
If you are selected to continue past the online application component, you will be contacted via email to schedule your group interview. The group interview process is designed to assess each applicant’s communication and listening skills, flexibility, maturity, cooperation, responsibility, self-initiative, and leadership style in a diverse team environment.

The Group Interview will be on Monday, October 29 & Tuesday, October 30th from 4:00 – 6:30PM.

If you are not able to attend any of this time due to a class conflict, please contact newstudents@unc.edu.

Pair Interview (pending invitation):
If you are selected to continue past the group interview component, you will be contacted via email to schedule your pair interview. Pair interviews (November 5 – November 9), will be conducted by New Student & Family Programs staff and NSFP returning student leaders. The pair interview process is designed to provide more detailed insight regarding candidates’ experiences, qualifications, and understanding of the University and the Student Leader role. Please come to the individual interview prepared with an 8 ½ x 11 sheet of paper that creatively illustrates who you are.

All applicants will be notified of their application status via email no later than 5:00pm on Friday, November 16th.

Additional Questions & Information

New Student & Family Programs
Suite, 3318 SASB South, Campus Box 5490
Chapel Hill, NC 27599
newstudents@unc.edu | 919-962-8304 | http://nsfp.unc.edu