New Student & Family Programs
Tar Heel Beginnings Board 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 parents/families of all Carolina students and the University in support of their students’ success at Carolina.

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

Tar Heel Beginnings Board Position Description

The Tar Heel Beginnings (THB) Board works together and in collaboration with the New Student & Family Programs (NSFP) Staff to plan, coordinate, and implement Tar Heel Beginnings, intentional programming designed to enhance the student experience through the duration of the students’ first semester at UNC Chapel Hill. The board provides key leadership in the planning, coordination and implementation of Week of Welcome (WOW), the introductory aspect of Tar Heel Beginnings. The board is led by two student Co-Chairs and is comprised of 8 diverse students.

Tar Heel Beginnings Board Qualifications

- Possess a positive attitude, high energy level, and enthusiasm for Carolina.
- Demonstrate respect for the diverse Carolina community and exhibit a desire to work well with a diverse group of new students and new family members.
- Exhibit good teamwork, communication, and interpersonal skills.
- Demonstrate the ability to problem solve and take initiative.
- Exhibit professional demeanor, strong work ethic and willingness to accept responsibility.
- Agree to abide by all University policies and civic laws.

Conditions of Participation (Draft; final dates/conditions to be confirmed Dec. 2017)

A. Academic Standing
   1. Tar Heel Beginnings Board members must be full-time undergraduate students, have a minimum 2.5 GPA and remain in good disciplinary standing with the University.
B. Training Dates

1. **MUST** participate in meetings to review program development on Wednesdays from 3:30-5:30 in the 2019 spring semester and 4:00-5:30 in the 2019 fall semester. Please note that on Wednesday, January 16th, Wednesday, February 20th, Wednesday, March 20th, Wednesday, April 17th, September 25th, and October 23rd, the meeting will be facilitated from 4:00pm to 6:00pm with all NSFP student leaders. This meeting time should NOT conflict with any classes or other extra-curricular activities. Tar Heel Beginnings Board Members are expected to be present at EACH meeting for the entire meeting.

2. All NSFP Student Leaders will attend an off-campus weekend NSFP Student Leader retreat **January 19-20** and all Tar Heel Beginnings Board Members are expected to be present for the full retreat.

C. Attire

1. Tar Heel Beginnings Board members must present a positive image of UNC by dressing appropriately for all events attended. Each THB Board member will be provided a UNC polo, Week of Welcome t-shirt, Family Weekend t-shirt, and a name tag.

D. Email Communication

1. Per University HR Policy, all faculty, staff and student representatives 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 representatives must maintain a University email address in the campus directory; faculty, staff, and student representatives may not automatically forward email from campus email systems to external non-University managed email systems (such as Yahoo, Gmail, or Hotmail).

E. Conduct

1. Engage in reflective assessment activities throughout time as a board member to provide feedback about their experience, knowledge, skills, development etc.

2. Understand the 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 accord 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.

F. Responsibilities

1. **MUST** participate in scheduled meetings with the Coordinator and THB Co-Chairs during the spring and fall semesters to review program development. Meeting times will take place on Wednesdays from 3:30-5:30pm in the spring of 2019 and Wednesdays from 4:00-5:30 in the fall of 2019 and should NOT conflict with any classes or other extra-curricular activities. Tar Heel Beginnings Board Members are expected to be present at EACH meeting for the entire meeting.

2. **MUST** participate in NSFP student leader training on Wednesday, January 16th, Wednesday, February 20th, Wednesday, March 20th, Wednesday, April 17th, September 25th, and October 23rd the meeting will be facilitated from 4:00-6:00PM with all NSFP student leaders. This meeting time should NOT conflict with any classes or other extra-curricular activities. Tar Heel Beginnings Board Members are expected to be present at EACH meeting for the entire meeting.

3. Attend the NSFP Student Leader Retreat on January 19-20, 2019.
4. Collaborate with professional staff members of the University community to create a comprehensive Week of Welcome and Tar Heel Beginnings program schedule that serves new first-year and transfer students.

5. Help coordinate all necessary preparations to implement Week of Welcome and Tar Heel Beginnings programs, such as: brainstorming program ideas, contacting vendors, room/equipment reservations and set up, security, marketing/advertisement and publications, clean up, contract approval, etc.

6. Arrive in Chapel Hill no later than **Sunday, August 11th** to begin prep work for Week of Welcome. Prep work will occur from **Monday, August 11-16, 2019**.

7. Assist in the recruitment, selection, training, and oversight of Week of Welcome volunteers. THB Board members will attend the volunteer training on Thursday, August 15th.

8. Attend select Week of Welcome events and assist with administrative tasks during WOW (August 16th-25th) as delegated by the NSFP staff. These tasks may include but are not limited to: setting up WOW tents, placing and collecting directional signs, labeling materials, updating social media sites, scanning One Cards at events and running errands.

9. Oversee volunteers at each Week of Welcome and Tar Heel Beginnings program to ensure that volunteers are fully aware of their responsibilities during each event to assure smooth program implementation and staff/volunteer accountability.

10. Support the Carolina Summer Reading Program by promoting the program to new students and coordinating aspects of discussion check-in on Monday, August 19th. New Student & Family Programs will provide a copy of the book to each THB Board Member.

11. Assist in planning and implementing 6+ Tar Heel Beginnings events for new first-year and transfer students during the fall semester.

12. Assist with preparation and implementation of Family Weekend 2019. THB Board Members will assist with various tasks as delegated by the NSFP staff. Family Weekend occurs toward the end of September or early October.

13. Fulfill other duties as deemed necessary by the NSFP staff.

*Your failure to meet the responsibilities of the Tar Heel Beginnings Board, as identified in this Agreement, or your failure to meet any other reasonable expectations set by the Director, Associate Director, Coordinator, or NSFP staff may result in your immediate termination.*
**Tar Heel Beginnings Board Learning Outcomes**

The NSFP Student Leader training curriculum and positions are intentionally designed such that upon completion of the appointment, Student Leaders 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.

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**Compensation and Benefits**

Starting January 2019 you will be paid $8.50 per hour for the following hours of work completed. Payment will be determined based on completion of the responsibilities listed above.

- **January**: 6 hours
- **February**: 6 hours
- **March**: 6 hours
- **April**: 8 hours
- **May/June/July**: 0 hours*
- **August**: 40 hours
- **September**: 15 hours
- **October**: 6 hours
- **November**: 6 hours
- **December**: 6 hours

*Tar Heel Beginnings Board Members do not have a summer commitment

**Benefits**:  
- Gain extensive knowledge of Carolina’s rich history, tradition, and student life  
- Enhance your communication skills, and understanding of group dynamics  
- Gain programmatic and event planning experience  
- Welcome over 4,000 new incoming students and their families
# 2019 Important Dates

**THB Board Member MUST be available for ALL dates listed below**

<table>
<thead>
<tr>
<th>NSFP Staff Retreat Off-Campus: Haw River State Park, NC (transportation, lodging and meals provided)</th>
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<tbody>
<tr>
<td>• January 19-20, 2019</td>
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<thead>
<tr>
<th>Spring 2019 Semester THB Meetings: 3:30 – 5:30 PM in the NSFP Conference room (SASB South, Suite 3307) unless otherwise noted</th>
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<tbody>
<tr>
<td>• Wednesday, January 9</td>
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<tr>
<td>• <strong>Wednesday, January 16: 4:00PM – 6:00PM</strong></td>
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<td>• Wednesday, January 23</td>
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<td>• Wednesday, January 30</td>
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<td>• Wednesday, February 6</td>
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<td>• Wednesday, February 13</td>
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<td>• <strong>Wednesday, February 20: 4:00PM – 6:00PM</strong></td>
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<td>• Wednesday, February 27</td>
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<td>• Wednesday, March 6</td>
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<tr>
<td>• <strong>Wednesday, March 20: 4:00PM – 6:00PM</strong></td>
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<td>• Wednesday, March 27</td>
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<td>• Wednesday, April 3</td>
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<td>• Wednesday, April 10</td>
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<td>• <strong>Wednesday, April 17: 4:00PM – 6:00PM</strong></td>
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<td>• Wednesday, April 24</td>
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*Denotes NSFP Student Leader All-Staff training dates*

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<thead>
<tr>
<th>Tar Heel Beginnings and Week of Welcome (WOW):</th>
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<td><strong>Week of Welcome August 16 – 25, 2019</strong></td>
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<tr>
<td>• Must be present in Chapel Hill no later than Sunday, August 11, 2019</td>
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<td>• WOW prep begins Monday, August 12, 2019</td>
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<td>• Convocation: Sunday, August 18, 2019</td>
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<td>• Summer Reading: Monday, August 19, 2019</td>
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<thead>
<tr>
<th>Tar Heel Beginnings Fall Programs</th>
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<tbody>
<tr>
<td>• September 2019</td>
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<tr>
<td>• October 2019</td>
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<td>• November 2019</td>
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<td>• December 2019</td>
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<tr>
<th>Fall 2019 Semester THB Meetings: 4:00 – 5:30 PM in the NSFP Conference room (SASB South, Suite 3307) unless otherwise noted</th>
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<tr>
<td>• Wednesday, September 4, <strong>WOW Debrief: 4:00 – 6:00pm</strong></td>
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<td>• Wednesday, September 11</td>
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<td>• Wednesday, September 18</td>
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<td>• <strong>Wednesday September 25: 4:00-6:00pm</strong></td>
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<td>• Wednesday, October 2</td>
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<td>• Wednesday, October 9</td>
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<td>• <strong>Wednesday October 23: 4:00-6:00pm</strong></td>
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<td>• Wednesday, October 30</td>
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<td>• Wednesday, November 6</td>
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<td>• Wednesday, November 13</td>
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*Denotes NSFP Student Leader All-Staff training dates*

**The frequency of Fall 2019 meetings may change based on Carolina Family Weekend and THB events.**

**Family Weekend**

Dates TBD, typically late September or early October
**THB Board Member 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](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.

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**Additional Questions & Information**

New Student & Family Programs  
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Chapel Hill, NC 27599  
[newsstudents@unc.edu](mailto:newsstudents@unc.edu) | 919-962-8304 | [http://nsfp.unc.edu](http://nsfp.unc.edu)