New Student & Family Programs
Orientation Leader Application Information
2021

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 on-going 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-CH. 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 2021.
• 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 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, 2021 through December 31, 2021.

   E. Training Dates
      1. OLs MUST participate in weekly training sessions during the spring semester on Wednesdays from 3:00pm - 5:30pm beginning in January 2021. Please note that some meetings 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 in May 2021. Training sessions are expected to last from around 9:00 a.m. until 10:00 p.m. throughout the two week training program.

*specific dates subject to change*
3. OLs will attend a campus weekend NSFP Student Leader retreat in spring 2021.
   *specific dates subject to change*

F. Training Activities
1. OLs will spend approximately two to three hours each week participating in committees and team-building activities. These commitments must be completed in addition to or outside of weekly meetings.

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. The NSFP office will provide the appropriate items to perform your duties. 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.
   *parts of uniform are subject to change*

I. Summer Living
1. Summer living arrangements are to be determined.

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.

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 2021 and December 2021 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. 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 2021 dates TBA, typically hosted in late September or early October 2021).

H. 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 2021 to December 2021. The event must be approved and documented with the Coordinator by established deadlines.

OL Compensation
A. Starting January 1, 2021 through April 30, 2021, you will be paid $400 (gross) distributed in monthly installments (January, February, March, and April) of approximately $100 (gross).

B. Starting May 1, 2021 through August 31, 2021, you will be paid $3,060 (gross) distributed in monthly installments (May, June, July, and August) of approximately $765 (gross).

C. Starting September 1, 2021 through December 31, 2021, you will be paid $300 (gross) distributed in monthly installments (September, October, November, and December) of approximately $75 (gross).

### 2021 IMPORTANT OL EVENTS

**NSFP Student Leader Group Interview Process**

**NSFP Staff Retreat: Location TBA (transportation, lodging and meals provided)**

**Spring 2021 Semester Staff Meetings**

**May Training**

**Orientation Summer 2021**

**Additional NSFP Required Programs**

Week of Welcome (WOW): August 2021
Convocation: August 2021
Family Weekend: Date TBA: Typically, late September or early October
Tar Heel Beginnings: August, 2021 – December, 2021

**Fall 2021 All-Staff Meetings**

**NSFP Student Leadership Appreciation**

*specific dates and times subject to change/TBA*

**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://go.unc.edu/applynsfp2021)

**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 virtual and designed to assess each applicant’s communication and listening skills, flexibility, maturity, cooperation, responsibility, self-initiative, and leadership style in a diverse team environment.

**Pair Interview (pending invitation):**
If you are selected to continue past the group interview component, you will be contacted via email to schedule your virtual pair interview. Pair interviews 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.
All applicants will be notified of their application status via email.

Additional Questions & Information

New Student & Family Programs
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