New Student & Family Programs
2021 Tar Heel Beginnings Board Position Description

NEW STUDENT & FAMILY PROGRAMS MISSION

The mission of New Student & Family Programs (“NSFP”) 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 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 with the NSFP Staff to plan, coordinate, and implement Tar Heel Beginnings, programming designed to enhance new students’ experiences through the duration of their first semester at UNC-Chapel Hill. The primary role of the THB Board is to make students’ first year at Carolina engaging and meaningful through Weeks of Welcome (WOW) and Tar Heel Beginnings Events. THB meets weekly to plan events and activities that foster first-year and transfer student success and sense of belonging at Carolina. The board is led by two student Co-Chairs and is comprised of 10-12 diverse and dynamic 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 desire to work well with a diverse group of new students and new family members.
• Understand the value of inclusivity and fostering inclusive spaces with peers and new students to build senses of belonging
• Exemplify good teamwork, communication, and interpersonal skills.
• Express ability to problem solve and take initiative.
• Embody professional demeanor, strong work ethic and willingness to accept responsibility.
• Agree to abide by all University policies and civic laws.

QUESTIONS & INFORMATION

New Student & Family Programs
Suite, 3318 SASB South, Campus Box 5490
Chapel Hill, NC 27599

newstudents@unc.edu | 919-962-8304 | nsfp.unc.edu
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 with the NSFP Coordinator to review program development on Wednesdays from 3:30-5:30pm ET** in the 2021 spring semester and for a 1 hour and 30-minute meeting (time to be determined) in the 2021 fall semester. Please note that some All-Staff meetings will be facilitated from 4:00pm to 6:00pm ET** with all NSFP student leaders. This meeting time should NOT conflict with any classes or other extra/co-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 a weekend NSFP Student Leader retreat in January 2021** and all Tar Heel Beginnings Board Members are expected to be present for the full retreat.

   **All dates and times subject to change.**

C. Attire
   1. Tar Heel Beginnings Board members must present a positive image of UNC by dressing appropriately for all events attended. NSFP will provide the appropriate items to perform your duties as relevant to the role as able.

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 uncs.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 2021 spring semester and for a 1 hour and 30-minute meeting (time to be determined) in the 2021 fall semester. These meetings 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.**

   **All dates and times subject to change.**
2. **MUST** participate in NSFP student leader training one Wednesday a month, (dates to be determined), 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.**

   **All dates and times subject to change.**

3. Attend the NSFP Student Leader Retreat.

4. Collaborate with professional staff members of the University community to create a comprehensive Weeks of Welcome and Tar Heel Beginnings program schedule that serves new first-year and transfer students.

5. Help coordinate all necessary preparations to implement Weeks 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 by designated date (typically late July, early August) to begin prep work for the Weeks of Welcome.

7. Assist in the recruitment, selection, training, and oversight of Weeks of Welcome volunteers. **THB Board members will attend a volunteer training (during 2021 fall semester).**

8. Attend select Weeks of Welcome events and assist with administrative tasks during WOW 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 Weeks 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. Assist in planning and implementing 6+ Tar Heel Beginnings events for new first-year and transfer students during the fall semester.

11. Assist with preparation and implementation of Family Weekend 2021. **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.**

12. 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.

COMPENSATION AND BENEFITS

Starting January 2021 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, but work may be assigned as needed with adjusted compensation opportunities.

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
- Networking with peer leaders and campus professional staff for continuing leadership/employment opportunities at and beyond NSFP

4
2021 Important Dates

THB Board Member MUST be available for ALL dates/events listed below. All dates/times subject to change.

NSFP STAFF RETREAT
- Spring 2021, TBD

SPRING 2021 SEMESTER THB MEETINGS: WEDNESDAYS, 3:30 – 5:30 PM ET
- Generally, Wednesday afternoons will either be THB Meetings (at the time above) or NSFP All-Staff Meetings (typically 4:00-6:00pm ET). It helps to anticipate keeping an open schedule at this time when selecting Spring 2021 courses.

TAR HEEL BEGINNINGS AND WEEKS OF WELCOME (WOW)

<table>
<thead>
<tr>
<th>Weeks of Welcome 2021</th>
<th>Tar Heel Beginnings Fall Programs</th>
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<tbody>
<tr>
<td>Typically within first three weeks of August</td>
<td>September 2021</td>
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<tr>
<td>WOW prep begins late July, early August</td>
<td>October 2021</td>
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<tr>
<td>Convocation: Sunday before Classes Begin</td>
<td>November 2021</td>
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FALL 2021 SEMESTER THB MEETINGS: TIME/DATA TBD**
- Fall Semester meeting time will be determined in Spring 2021 by group decision, with ultimate decision and approval by Coordinator

CAROLINA 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 New Student Leader.

Applications available at go.unc.edu/applynsfp2021. Deadline for submission is Oct. 26 at 11:59:59 PM ET.

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.

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 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.