

New Student & Family Programs Orientation Fellow Description

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 & Carolina Parent 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 Fellow Position Description

The Orientation Fellow is intended for students who have served as an Orientation Leader role in the previously (at least one full cycle). The Fellow will have the primary responsibility of helping to prepare returning and new Orientation Leaders (OLs) for their positions. The Fellow will assist with student leader recruitment and selection, communication of the OL experience to campus partners, student leader training, and the review and update of current orientation practices.

The Orientation Fellow position allows these students to continue exploring their professional interests in a multifaceted office and role. New Student & Family Programs is committed to investing in our highly-motivated student leaders in order to continue contributing to positive student development.

Orientation Fellow Learning Outcomes

The NSFP Fellow position is intentionally designed such that upon completion of the appointment, students will...

- Gain first-hand experience in supporting and managing student leaders.
- Create and implement leadership, educational, and social initiatives.
- Obtain experience in working with a team of professional staff, fellows, and student workers in a fast-paced environment.
- Enhance their verbal and written communication skills in various settings with multiple constituents.
- Apply their understanding of their personal strengths, skills, values, and identities to their work in this role.
- Identify multiple possible outcomes of a decision/plan while generating specific, evidence-based solutions when addressing an issue or task.
- Cultivate an environment that is supportive and welcoming by advocating for and executing inclusive practices and initiatives.
- Collaborate with various campus partners to address the needs related to first-year students, transfer students, and parent/family transitional experiences.
- Prioritize in order to effectively and efficiently manage multiple tasks and responsibilities.
- Articulate how contributions in role relate to career aspirations.

Orientation Fellow Qualifications

- Exhibits advanced foundation of content knowledge of the University of North Carolina at Chapel Hill and NSFP
- Demonstrate the ability to problem solve, take initiative, and manage conflict.
- Demonstrate interest in advancing skills learned from former new student 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.
- Exhibit leadership potential, professional demeanor, strong work ethic and willingness to accept responsibility.
- Abide by all University policies and civic laws.

Conditions of Employment and Job Responsibilities

The following information is an approximate summary; all dates, times, and duties below subject to change.

I. Conditions of Employment

- a. Academic Standing
 - i. Must be full-time undergraduate student; have a minimum 2.5 GPA and be in good disciplinary standing with the University.
- b. Supervision
 - i. Will be directly supervised by the Coordinator for Orientation Programming (“Coordinator”) but may work closely with the Associate Director and other NSFP professional staff.
- c. Length of Position
 - i. The duration of the position will be March 2022 – April 2023.
 - ii. Fellow for Orientation Programs will work 8-10 hours per week in the NSFP Office. These hours must be scheduled and approved by your supervising Coordinator.
 - iii. Summer employment for Summer 2022 (May-July) is provided and required.
- d. Conduct
 - i. 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.
- e. Email Communication
 - i. 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 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.).

II. Job Responsibilities

- a. Student Leader Training
 - i. Assist with the facilitation and coordination of the student leader training sessions.
 - ii. Attend a weekend NSFP Student Leader retreat in January (usually MLK weekend).
 - iii. Serve as OL point of contact during Student Leader Retreat as needed.

- iv. Collaborate with NSFP professional staff and UNC campus partners to coordinate Spring and May Trainings for Orientation Leaders (“OLs”).
 - v. Assist in collection of Spring/May Training feedback to be used for updating future trainings through focus group facilitation.
 - vi. Attend, present, and facilitate at Spring and May Training.
 - A. Spring Training historically is offered Wednesdays from 2:30-5:00pm ET.
- b. Orientation
- i. Facilitate the day-to-day structure of the orientation schedule, including the management of the help desk, addressing student concerns, and assisting activity set up.
 - ii. Support OLs throughout their sessions during orientation both professionally and emotionally.
 - iii. Manage OL feedback delivered during briefing and debriefing, creating actionable solutions to address concerns.
 - iv. Assist new students and family members by answering questions throughout the orientation program.
- c. OL Communications
- i. Compose monthly emails to be sent by Orientation Leaders to be sent in the fall semester.
 - ii. Monitor Orientation Leader engagement with email messaging.
- d. Selection & Recruitment
- i. Assist with publicity and preparation for NSFP new student leader recruitment and selection in Fall semester.
 - ii. Assist with interview logistics, such as applicant review, interview scheduling, candidate outreach, and staffing.
 - iii. Assist with December/January Hiring Day preparation.
- e. Returning OL Meetings
- i. Facilitate spring weekly meetings with Returning Orientation Leaders.
- f. Training/Retreat
- i. Assist with the facilitation and coordination of the student leader training sessions.
 - ii. Attend an off-campus weekend NSFP Student Leader retreat in January (usually MLK weekend).
 - iii. Serve as Orientation Leader point of contact during Student Leader Retreat as needed.
 - iv. Assist in collection of Spring/May Training feedback to be used for updating future trainings through focus group facilitation
 - v. Present/Facilitate during Spring Student Leader Training
- g. SROW Preparation
- i. Assist with SROW preparations including but not limited to apparel/uniform ordering, committee preparation and performance transitions
 - ii. Submit a proposal to present at the SROW Conference in March
 - iii. Attend SROW Conference in March as a member of the professional staff
- h. WOW & THB
- i. Manage OL & Transfer Student Ambassador WOW & THB participation with the assistance of NSFP Coordinator
- i. Orientation Preparation
- i. Review and update Heel World Skits

- ii. Review and update Orientation Leader Small Group Agendas
- iii. Share OL experience assessment with campus partners
- iv. Prepare for NODA Intern transition

Student Fellow Compensation

Student Fellow would be paid \$15.00/hour for 8-10 hours a week of work completed. Payment will be determined based on completion of the responsibilities listed above.

If for any reason a staff member is unable or unwilling to continue to serve, the amount of the remuneration (due since last payment) will be determined by the Director. The decision will be based upon the actual time worked and the quality of service rendered to date.