

# New Student & Family Programs Transitions Fellow Job 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 & 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*

## Position Description

The position of Fellow for Transition Programs is a part-time position within New Student & Family Programs (NSFP). The Fellow will enhance transition programming including, predominantly with Weeks of Welcome, Weeks of Welcome Back, special programming, and special population programming. The Fellow will also play a role in student leadership activities including recruitment, selection, and training. They report directly to and work closely with the Coordinator of NSFP. The Transition Fellow position is intended for students who have served in NSFP in a previous year.

## 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.

## Qualifications

- 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 advanced foundation of content knowledge of the University of North Carolina at Chapel Hill and NSFP.
- Exhibit advanced ability to problem solve, take initiative, and manage conflict.
- Demonstrate interest in advancing skills relevant to role and personal and professional goals.
- Model high-level teamwork, communication, and interpersonal skills.
- Experience training and/or coaching other students and/or student leaders/staff.
- Exhibit leadership, professional demeanor, strong work ethic, and willingness to accept responsibility.
- Abide by all University policies and civic laws.
- Prior NSFP student leadership of one year strongly preferred; not required.

## 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 Transitions Programming & Assessment (“Coordinator”) but may work closely with the Associate Director on special projects.
- c. Length of Position
  - i. The duration of the position will be May 2022 – April 2023.
  - ii. Fellow for Transition Programs will work 8-10 hours per week in the NSFP Office. These hours must be scheduled and approved by your supervising Coordinator. General allocation of time is approximately as follows (all dates/times subject to change):
    - A. May-July – 8-10 hours/week.
    - B. August – 20-40 hours/week.
    - C. September-December – 8-10 hours/week.
      - a. 2 hours/week dedicated toward WOW Board Meeting and/or NSFP Staff Meeting.
    - D. January – 20-30 hours/week.
      - a. 2 hours/week dedicated toward WOW Board Meeting and/or NSFP Staff Meeting.
    - E. February-April – 8-10 hours/week.
      - a. 2 hours/week dedicated toward WOW Board Meeting and/or NSFP Staff Meeting.
  - 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. Office Hours
  - i. Maintain a set of office hours working in/for NSFP (modality open to discussion) as part of 8-10 hours of work/week.
- b. Student Leadership
  - i. Assist with recruitment, selection, and training of NSFP Student Leaders.
  - ii. Assist with coordination and implementation of the NSFP Student Leadership Retreat that takes place January.
  - iii. Assist with training of WOW Board Members using provided developed but amendable curriculum.
  - iv. Provide training of WOW Board Co-Chairs using provided developed but amenable curriculum.
- c. Programming
  - i. Assist WOW Board Co-Chairs and Members with Weeks of Welcome (WOW) and additional programming.
  - ii. Assist Coordinator with planning and implementing programs for special populations in fall and spring semesters.
  - iii. Assist Coordinator with planning and implementation of late-night programming.
  - iv. Plan and implement spring programming that meets the needs of a specific population of students or fills a gap in current programming.
  - v. Staff NSFP-sponsored programming, including WOW, Carolina Family Weekend, Weeks of Welcome Back (WOWB), New Student Convocation, additional new student and/or family programming, among others, as requested and indicated.
- d. Assessment
  - i. Benchmark peer institutions programmatic support for special populations in effort to improve NSFP's own opportunities and programs.
  - ii. Assist Coordinator with assessment collection and analysis of WOW programming.
  - iii. Assist with WOW Board team culture and climate through check-ins/outs and related activities at designated meetings or times.
- e. Communications and Publications
  - i. Assist Coordinator with creation and sharing of marketing, flyers, social media content, and electronic communication.
  - ii. Develop and manage the production of the WOW Planner with Coordinator.
  - iii. Prepare and share messages relevant to campus partners and student organizations regarding WOW and programming.
  - iv. Monitor dedicated WOW inbox for communications from participants, event hosts, and vendors, among other constituents.
  - v. Update Heel Life with Coordinator's guidance as requested for WOW schedule support.

- f. NSFP and WOW Board Meetings
  - i. Attend all NSFP Staff Meetings and WOW Board Meetings as shared by NSFP professional staff and/or Coordinator and communicate any anticipated absences with Coordinator.
  - ii. WOW Board Meetings for Fall 2022 will be determined in advance of course registration.
  - iii. WOW Board Meetings for Spring 2023 will be determined in advance of course registration.
  
- g. Special Projects
  - i. Work with Coordinator to identify project interests that support growth of WOW and transitions programs as well as personal and professional development.
  
- h. Personal and Professional Development
  - i. Work with Coordinator to identify personal and professional strategic goal and growth points, relevant to career/field aspirations post-role and/or -graduation, and opportunities to achieve such within the role.
  
- i. Ongoing Responsibilities
  - i. Fulfill other administrative duties as deemed necessary by NSFP professional staff.

### Compensation

Remuneration is \$15.00 per hour for 8-10 hours per week; opportunity for pay increase based upon years of service in the office and performance-based evaluations conducted at the beginning of the Spring semester and at the end of the Spring semester.

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.