

New Student & Family Programs Family Programming Fellow

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 parents/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 Fellow for Family Programming is intended for students who have served in a student leadership role with NSFP in previous years. The Fellow will have the primary responsibility of working within a team to create, assess, and implement Family Programming, including Carolina Family Weekend. The Fellow may also participate in the Parents Council Grants Program implementation. The Fellow will assist with student leader recruitment and selection, student leader training, assessment of the need of current students' families, co-creation and implementation of family programming. The Fellow will also work closely with the Communications Fellow to create and implement the Carolina Family Handbook publication and contribute to the UNC Family Experience online portal.

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.

Qualifications

- Exhibits advanced foundation of content knowledge of the University of North Carolina at Chapel Hill and the office of 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.

Job Responsibilities

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 NSFP Coordinator, but will also work closely with the Associate Director of NSFP on various projects.
- c. Length of Position
 - i. The duration of the position will be August 2021 – May 2022.
 - ii. Fellow for Family Programming will work 8-10 hours per week in the NSFP office. These hours must be scheduled and approved by the Coordinating supervisor or the Associate Director.
 - iii. Summer employment is a possibility and will be discussed on an individual basis with your supervisor.
- 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 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.).

II. Job Responsibilities

- a. Programming
 - i. Assist the NSFP Coordinator with Family Programming overall, including, but not limited to planning, implementing, and assessing current and future programmatic initiatives such as Carolina Family Weekend and UNC Summer Send-Offs.
 - ii. Work closely with the Associate Director to manage various components of the Parents Council.
 - iii. Other duties as assigned.
- 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 which takes place in January of each year (typically MLK Weekend).
- c. Communications
- i. Assist the NSFP Coordinator and Communications Fellow with creation and dissemination of the Carolina Family Handbook publication and contribute to the UNC Family Experience online portal.
 - ii. Follow-up with Summer Send-Off attendees to connect and share contact information.
- d. Responsibilities also include participation in professional developmental opportunities, maintaining regular office hours, and serving as a contributing member of the NSFP staff.
- e. Other administrative and logistical development for the mission of NSFP to support events and all other programs sponsored by NSFP.

Compensation

Remuneration is \$10.50 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 they have rendered to date.