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 ongoing 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, but not limited to Week of Welcome, Tar Heel Beginnings, 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

- 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

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 may work closely with the Associate Director on special projects.

   c. Length of Position
      i. The duration of the position will be August 2021 – May 2022.
      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.
      iii. Summer employment is likely 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 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
      1. Assist co-chairs of Tar Heel Beginnings board with Week of Welcome and Tar Heel Beginnings programming.
2. Assist coordinator with planning and implementing programs for special populations in fall and spring semesters.
3. Assist coordinator with planning and implementation of late-night programming.
4. Plan and implement spring programming that meets the needs of a specific population of students or fills a gap in current programming.

B. Assessment
   1. Benchmarking of peer institutions programmatic support for special populations.
   2. Assist coordinator with assessment collection and analysis.

C. Communications and Publications
   1. Assist the NSFP Coordinator with creation and dissemination of flyers, social media content, and electronic communication.
   2. Evaluate usage of and develop content for the Tar Heel Beginnings Board account.
   3. Develop and manage the production of the Tar Heel Beginnings Planner with supervising coordinator.
   4. Craft messages relevant to campus partners and student organizations.
   5. Manage mobile application content for Week of Welcome and Tar Heel Beginnings.

D. Student Leadership
   1. Assist with recruitment, selection, and training of NSFP Student Leaders.
   2. Assist with coordination and implementation of the NSFP Student Leadership Retreat that takes place January (usually MLK weekend).
   3. Assist with the training of THB Co-Chairs and THB Board.

E. Responsibilities also include participation in professional developmental opportunities, monthly meetings, maintaining regular office hours, serving as a contributing member of the NSFP staff.

F. 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.