



NEW STUDENT & FAMILY PROGRAMS

358 MANNING DRIVE  
STUDENT AND ACADEMIC  
SERVICES BUILDING SOUTH  
SUITE 3318  
CAMPUS BOX 5490  
CHAPEL HILL, NC 27599-5490

T 919.962.8304 (V/T)  
TTY 711 (NC RELAY)  
F 919.962.4725  
nsfp.unc.edu

### **Alternate Orientation Leader Employment Agreement**

This Agreement confirms your appointment as an Orientation Leader from January 10th, 2024 - December 31, 2024 and explains the expectations New Student & Family Programs has for you in this role. As a condition of this appointment, you must be familiar with and satisfactorily fulfill all the responsibilities of the position as described in this agreement.

Portions of this employment agreement may be revised or removed with prior awareness to employees by NSFP Professional Staff before enactment.

This specific position as an **Alternate OL** means you'll be included in the OL team, share in the same experiences as the rest of the OLs, and will have all the same expectations of an OL with the Orientation Leader contract still applying to you, however, you will only be working summer sessions if a vacancy arises within the OL team and you are selected to fill that role. From January 2024 to May 2024, you will receive the same training, the same pay, and be a full member of the team and will be notified explicitly if you will be needed beyond May for the summer sessions. Notification of whether or not you will be needed will take place by July 8th, 2024 or earlier but would not occur after this date. If selected to be moved from an Alternate Orientation Leader to an Orientation Leader, the contract dates and expectations after this move would continue to apply.

The Alternate OL position exists specifically due to team size limitations and allows us a reserve of staff who our selection team feels is capable of being in the role of an OL, should that opportunity arise based on circumstances beyond our planning or control. To reiterate, the only difference between the Alternate OL position and the OL position is that OLs are guaranteed to work summer sessions while alternate OLs are not guaranteed to be needed over the summer, though it is possible a need will arise and appropriate notification would occur if this is the case.

For the purposes of this contract, you will also be referred to as an "Orientation Leader" because the same Orientation Leader contract applies to both Alternate Orientation Leaders and Orientation Leaders.

**PLEASE NOTE: Your employment as an Alternate Orientation Leader with New Student & Family Programs will be contingent upon your overall job/academic performance.** If you fail to perform your duties or responsibilities as described below, including failing to meet the expectations set by New Student & Family Programs, failing to remain in good disciplinary standing with the University or failing to meet and maintain the minimum G.P.A. requirement of 2.5, your appointment as an Orientation Leader will be subject to review by the Associate Director or relevant professional staff, and may result in your immediate termination.

The Employment Agreement is made up of 9 sections:

1. New Student and Family Programs Mission
2. New Student and Family Programs Core Values
3. Orientation Leader Position Description
4. Orientation Leader Position Learning Outcomes
5. Orientation Leader Position Qualifications
6. Orientation Leader Conditions of Employment
7. Orientation Leader Compensation
8. 2024 Important Dates
9. Acknowledgement

# *New Student & Family Programs*

## *2024 Orientation Leader Application Information*

### **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*

### **ORIENTATION LEADER POSITION DESCRIPTION**

*The Orientation Leader (OL) team has the primary responsibility of helping new first-year and transfer students make a smooth transition to UNC-CH. OLs assist with First Year Orientation, Transfer Orientation, and Family Orientation, and continue their commitment to serve first-year and transfer students by participating in Weeks of Welcome activities and Family Weekend. This can take place in person, as well as in a virtual setting. OLs communicate information regarding the University community, assist new students in connecting with peers, faculty, and staff, and serve as positive role models of what it means to live and learn in the diverse Carolina community.*

*Past OLs often cite the Orientation Leader experience as integral to their current success in professional school, graduate school, and professional practices as alumni. Whether through medical school, law school, business ventures, public service, and/or furthering their own education, OLs are able to benefit from the personal growth, opportunities, and networks created because of their position. While it may only last for a year, the benefits long outweigh the time commitment associated with being an OL and also helps OLs find their true community at Carolina.*

*New Student & Family Programs is committed to hiring a diverse group of creative and highly-motivated student leaders to sustain the OL legacy and help them grow and develop throughout their tenure.*

### **ORIENTATION LEADER LEARNING OUTCOMES**

*The OL training curriculum and position is intentionally designed such that upon completion of the appointment, OLs 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 problem-solve.

### **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.
- Develop and refine the ability to be flexible.
- Identify the value of self-reflection for personal development.
- Facilitate proactive transitional support for new first year and transfer students and Carolina family members.
- How to create an engaging and inclusive community.
- How to navigate and troubleshoot Zoom technical issues (if applicable).
- How to utilize social media applications to interact with students.
- How to guide new students in navigating the registration process virtually.
- How to facilitate large or small groups without Pro Staff assistance.

## **ORIENTATION LEADER QUALIFICATIONS**

- May not graduate before December 2024.
- Possess a positive attitude, high energy level, knowledge of and enthusiasm for Carolina.
- Demonstrate interest in advancing skills learned from orientation 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.
- Demonstrate the ability to problem solve, take initiative, and manage conflict.
- Exhibit leadership potential, professional demeanor, strong work ethic, and willingness to accept responsibility.
- Have a working knowledge of University resources.
- Agree to abide by all University policies and civic laws.

## **ORIENTATION LEADER CONDITIONS OF EMPLOYMENT**

### **I. Terms and Conditions of Employment**

#### **A. Academic Standing**

1. OLs must be full-time undergraduate students, have a minimum 2.5 GPA, and be in good disciplinary standing with the University.

#### **B. Supervision**

1. All OLs will be directly supervised by the NSFP OL Coordinator who will be assisted by NSFP staff.

#### **C. Summer classes and additional employment**

1. OLs may register for in person or for online/asynchronous academic courses during UNC Maymester (May 15 -31, 2024) so long as they **do not conflict** with their job responsibilities and hourly required shifts for training, orientation sessions, staff meetings, debriefs, etc. related to the Orientation Leader position.
2. OLs may register for online/asynchronous academic courses during UNC summer sessions so long as they **do not conflict** with their job responsibilities and hourly required shifts for training, orientation sessions, staff meetings, debriefs, etc. related to the Orientation Leader position.
3. OLs may hold additional employment, so long as they **do not conflict** with their job responsibilities and hourly required shifts for training, orientation sessions, staff meetings, debriefs, etc. related to the Orientation Leader position.
4. Any potential conflicts with orientation responsibilities must be communicated to the Orientation Leader Development Coordinator at least two weeks in advance and will also need to be approved in advance.

#### *D. Length of Position*

1. The duration of the OL position is January 10, 2024 through December 31, 2024.

#### *E. Training Dates*

1. OLs participate in weekly training sessions during the Spring semester on Wednesdays from 1:30pm-4:30pm beginning in January 2024. These meeting times **may NOT conflict** with any classes or other extra-curricular activities. Any OLs registered for classes between 1:30pm-4:30pm on Wednesdays will be released from the position. ALL OLs must be present and fully engaged at EACH training meeting for the ENTIRE meeting.
2. OLs participate in a one to two week training in early June 2024. Training sessions are expected to last from around 8:00 a.m. until 11:00 p.m. throughout the one to two week training period but may run later in order to prepare for orientation sessions at the discretion of NSFP leadership.
3. OLs will attend a weekend NSFP Student Leader retreat on January 27<sup>th</sup> and January 28<sup>th</sup>, 2024.
4. OLs MUST attend the Southern Regional Orientation Workshop (SROW) March 8th-10th (reserve March 7th-11th for travel purposes).

*\*specific dates subject to change; changes will be communicated\**

#### *F. Training Activities*

1. OLs will spend approximately three hours each week participating in committees and team-building activities. These commitments must be completed in addition to or outside of weekly meetings.

#### *G. Orientation Sessions*

1. OLs must understand that dates and times are subject to change depending upon the University calendar and departmental and university planning.
2. Depending upon staffing needs, OLs might be offered the opportunity to assist NSFP with prospective and admitted student events during the spring semester. Attendance will be based on availability and assigned on a rotating basis.

#### *H. Attire*

1. Each OL must present a positive image of UNC by dressing appropriately for all sessions in uniform. Each OL will receive a uniform to be worn during orientation sessions. Uniform requirements will be determined by NSFP Professional Staff and communicated by the Orientation Leader Development Coordinator.

#### *I. Summer Living*

1. TBD: details to come for an on-campus living space that **must** be used during the night prior to and the night of sessions that the OL is scheduled to work. This space will be a double room shared with another member of the OL team (single rooms are not available).

#### *J. Technology and Email Communication*

- 1. 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 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.).*
- 2. OLs may need to use their personal laptops or devices for work purposes at the discretion of the Orientation Leader Development Coordinator and NSFP Professional Staff.*

#### *K. Conduct*

- 1. OLs must understand 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.*

### *II. Responsibilities*

*The following is a summary of expected duties. The list is not comprehensive and additional duties may be assigned at any time during an OL's appointment.*

#### *A. Assistance to Families and Students*

- 1. OLs will welcome new students and family members to the University and assist them in the initial orientation registration and check-in process. Specific tasks are assigned to each OL per session which serve as a critical role in the orientation program.*
- 2. OLs will assist in the implementation of specific programs for summer orientation and work with students and families on a rotating basis throughout the summer.*
- 3. OLs will serve as a role model and facilitator to new students and families in small and large group settings.*
- 4. OLs will serve as a source of information regarding academic policies and procedures, campus services, activities, building locations, and all other aspects of life at UNC.*
- 5. OLs will conduct small group meetings and discussions for new students and their family members. OLs will be required to review important University information.*
- 6. OLs will represent all University organizations to the best of their ability to new students and their families.*
- 7. OLs will assist college advisors and representatives in order to help students understand the registration process.*
- 8. OLs will assist with responsibilities related to OL staff motivation.*
- 9. OLs will each meet individually with the Coordinator and/or additional NSFP professional staff to review job performance and questions and/or concerns.*
- 10. OLs will engage in reflective assessment activities throughout their term of employment to provide feedback about their experience, knowledge, skills, development etc.*

#### *B. Administrative Duties*

- 1. OLs will work individually and collectively to help each other refine skills in program presentations, facilitating small group discussions, performing skit lines and dance steps, and to increase each other's knowledge of the University's and NSFP's goals, academic and social programs, personnel resources, and facilities.*
- 2. OLs will design and construct all necessary program materials to successfully present aspects of orientation (i.e. skits, SROW prep, etc.).*

3. *OLs will assist with administrative tasks during Orientation as delegated by NSFP staff. These tasks will include, but are not be limited to: assisting with late check-in, placing and collecting directional signs, distributing and collecting participant evaluations, assisting with program presentations, attending the various programs during each Orientation session, making signs, placing labels on materials and assembling nametags, running errands, assisting with Orientation parking, nominating students to be future NSFP staff members, cleaning out storage closets after sessions, etc.*
4. *OLs will assist with other duties related to New Student & Family Programs as assigned.*

#### *D. Communication*

1. *OLs will send a minimum of 4 group communications to the students in their small groups, on a monthly basis, minimum of one communication per month, between August 2024 and December 2024 to continue to foster student connections. These communications should be documented with the NSFP OL Coordinator and the Orientation Fellow(s).*

#### *E. Weeks of Welcome*

1. *OLs will work with WOW Board Co-Chairs and Board Members to complete all necessary preparations to implement Weeks of Welcome (WOW), such as: room/equipment set-up, engaging with participants, clean-up, and other tasks that might arise.*
2. *OLs will sign up for Weeks of Welcome programs to attend with their students. Programs will be selected based on OLs' academic schedule, not in conflict with their orientation responsibilities. All staff are required to assist with Convocation and the Rah Rah Carolina Pep Rally.*

#### *F. New Student Convocation*

1. *OLs will attend and assist with New Student Convocation by handing out programs, ushering participants to their seats, and other tasks that may arise.*
2. *OLs will assist and facilitate New Student Convocation preparation.*

#### *H. Family Weekend*

1. *OLs will assist with the preparation and implementation of Family Weekend (TBD but usually takes place over a weekend in September or October) by assembling packets, assisting with check-in/registration, assisting with parking, assisting with set-up/clean up, engaging with participants, and other tasks that may arise during the event, during the preparation process, or post-event.*

#### *I. Fall Transition Programs*

1. *OLs will attend, with their orientation group, and assist the presenter(s) with at least one NSFP event a month from August 2024 to December 2024. The event must be approved and documented with the NSFP OL Coordinator and Orientation Fellow(s) by established deadlines.*

### **ORIENTATION LEADER COMPENSATION**

*Starting January 2024, Orientation Leaders will receive a compensation package that includes the following:*

- *A stipend of \$6,600 divided as follows:*
  - *Spring (January – May): \$1,000\* total, paid in 5 monthly installments. Please note that January will be prorated based off of successful candidates' hiring date.*
  - *Summer (June – August): \$5,200\* total, paid in 3 monthly installments.*
  - *Fall (September – December): \$400\* total, paid in 4 monthly installments.*
    - *\*Please note that these are gross amounts **before** taxes.*
- *Assignment to a double, furnished room with a roommate for summer dates beginning the weekend before June training (usually in early June) until July sessions have concluded. OLs will be responsible for making*

their own living arrangements after July sessions and, for those staying on campus in the Fall 2024 semester, would move into their Fall assignments and stay in that Fall space during August orientation sessions.

- The room cost will be billed to the student account based on the standard housing summer school rates as detailed on the Carolina Housing website, prorated to reflect the dates of occupancy (<https://housing.unc.edu/live/rates/>)
- Working dates/hours are below:
  - Spring semester: January 10<sup>th</sup> – April 24<sup>th</sup>: weekly Wednesday meetings 1:30pm-4:30pm
  - Summer: June – August: staff training in June and minimum 13 First Year and 2 Transfer Orientation Sessions
  - Fall semester: September – December: attending WOW events, sending email communications, and Family Weekend
  - Spring semester: select staff will work Spring Orientation on January 6<sup>th</sup>, 2025 based on the amount of staff needed. Though it is unlikely for the entire team to work this session, reserve the date regardless in case you are needed. More details will be shared in the Fall 2024 semester.

## 2024 IMPORTANT OL EVENTS

### NSFP STAFF RETREAT: LOCATION TBA (MEALS PROVIDED)

Saturday, January 27 – Sunday, January 28, 2024

### SPRING 2024 SEMESTER OL MEETINGS: WEDNESDAYS, 1:30 – 4:30 PM ET

- Wednesday afternoons will either be OL Meetings (1:30-4:30pm ET) or NSFP All-Staff Meetings. Please make sure to keep this **FULL** Wednesday time block open when selecting Spring 2024 courses.
  - January 10
  - January 17
  - January 24
  - January 31
  - February 7
  - February 14
  - February 21
  - February 28
  - March 6
  - March 20
  - March 27
  - April 3
  - April 10
  - April 17
  - April 24

### SROW (SOUTHERN REGIONAL ORIENTATION WORKSHOP) CONFERENCE

- March 7<sup>th</sup>-11<sup>th</sup>, 2024
  - Actual conference dates are March 8<sup>th</sup>-10<sup>th</sup>; March 7<sup>th</sup> and 11<sup>th</sup> added as potential travel dates

### OL SUMMER MOVE-IN AND JUNE TRAINING

- TENTATIVE Move-In: June 1<sup>st</sup>-June 2<sup>nd</sup> likely, pending confirmation with Carolina Housing. Once finalized, an update will be shared in the Spring semester.
- June Training: June 3<sup>rd</sup>-June 7<sup>th</sup> and June 10<sup>th</sup> (sessions begin immediately after)

### ORIENTATION SUMMER 2024

**\*\*TBD\*\*** (Sessions typically run from the beginning of June until mid-August prior to classes beginning. Dates will be released once approved and confirmed)

### ADDITIONAL NSFP REQUIRED PROGRAMS



- *Weeks of Welcome (WOW): August 2024*
- *Convocation: August 18<sup>th</sup>, 2024*
- *Carolina Family Weekend (TBD, usually a weekend in September or October)*
- *Fall Programming: August 2024 – December 2024*
- *Spring Orientation: Monday, January 6<sup>th</sup>, 2025 (please hold– more info will be shared in November 2024)*

## NSFP STUDENT LEADERSHIP APPRECIATION

November 2024

### ADDITIONAL QUESTIONS & INFORMATION

#### ***New Student & Family Programs***

*Suite, 3318 SASB South, Campus Box 5490*

*Chapel Hill, NC 27599*

[newstudents@unc.edu](mailto:newstudents@unc.edu) | 919-962-8304 | [nsfp.unc.edu](http://nsfp.unc.edu)

*Please note: details previous and within may be subject to change but not without notice prior to, during, or after the interview and/or hiring process.*

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### **Acknowledgement**

By signing in the appropriate space below, you confirm your acceptance of the Alternate Orientation Leader position and acknowledge that you have read and understand the information contained in this Agreement. Also, you understand that failing to meet the outlined terms and conditions in this Agreement may lead to your dismissal from the position. If a dismissed staff member wishes to appeal their dismissal, staff may appeal to the Director of NSFP. Further, you agree to and accept the expectations and conditions stated above, as well as any reasonable additional expectations established by New Student & Family Programs.

_____	_____	_____
Alternate Orientation Leader (print/type name)	Signature	Date
 _____ Christy Carral _____	 _____ <i>Christy Carral</i> _____	 _____ 11-28-2023 _____
Orientation Leader Development Coordinator	Signature	Date