

Summer Project Coordinator Position Description

The Summer Project Coordinators are a diverse team of creative and highly motivated Carolina students. Summer Project Coordinators assist New Student & Family Programs in the performance of various office functions and duties. This group serves as the first line of communication for all new first-year and transfer students and their family members via telephone calls, email, social media, and digital newsletters.

Summer Project Coordinators ensure new students and families feel supported and make a smooth transition to UNC-Chapel Hill by working with full-time staff to plan and prepare various aspects of New Student & Family Orientation, including managing the reservation system, resolving daily program needs, and communicating with program participants, family members, and professional staff.

Summer Project Coordinators also have an opportunity to continue in the Project Coordinator role starting in the fall through the academic year, pending a potential reapplication if necessary. Summer Project Coordinators who demonstrate positive experience and contribution would likely receive strong recommendations for continuing in the Project Coordinator role if interested.

Summer Project Coordinator Compensation

- I. Summer Project Coordinators will be paid hourly throughout the summer at a rate determined by employee experience and previous NSFP employment. The hourly rate is \$11.50.
- II. The expected start and end dates for this Summer Project Coordinator position are Monday, May 11 – Friday, July 31, 2026 (with flexibility to work until Friday, August 16).
- III. Expected availability of this role is about 20 hours per week, Monday to Friday with some limited weekend scheduling. More specific time requirements will be discussed in-interview.
- IV. Summer Project Coordinators have the option to live on campus in summer housing at normal cost. Should you require this on-campus housing, you will need to communicate that, and we will work with Carolina Housing to assign you to a space in the summer Orientation housing location. If you have any questions about how this will affect your individual summer financial aid package, please contact the Office of Scholarships & Student aid at aidinfo@unc.edu or 919-962-8396.
 - i. This housing option is not a required condition of employment. Summer Project Coordinators may live off-campus if preferred.

Summer Project Coordinator Selection Process

Review of Application:

[Interested applicants must fill out the application link, here: go.unc.edu/SPC2026](https://go.unc.edu/SPC2026)

Interview with NSFP Staff:

Following submission of your application, you may be contacted via email to schedule a 20-minute interview. The interview process is designed to assess each applicant's unique skills as they relate to the functions of NSFP and the unique responsibilities of the Summer Project Coordinator position. Interviews will take place on a **rolling basis until all positions are filled**.

Notification:

Following interviews, applicants will be notified of their employment status in a timely manner and if offered, must accept or decline within 24 hours.

Questions?

Contact Rosemary Roberts: rosemary@unc.edu 919-962-8304
Program Coordinator: Family Communications, New Student & Family Programs