New Student & Family Programs
2027 WOW Board Member Position Description

NEW STUDENT & FAMILY PROGRAMS MISSION

The mission of New Student & Family Programs ("NSFP") 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.

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*

WOW BOARD POSITION DESCRIPTION

The WOW (Weeks of Welcome) Board works together with the NSFP Staff to plan, coordinate, and implement programming designed to enhance new students' experiences through the duration of their first semester at UNC-Chapel Hill. The primary role of the WOW Board is to make students' first year at Carolina engaging and meaningful through Weeks of Welcome (WOW) and WOW-related Events. The WOW Board meets weekly to plan events and activities that foster first-year and transfer student success and sense of belonging at Carolina. The board is led by student Co-Chairs and is comprised of around 15 diverse and dynamic students.

WOW BOARD QUALIFICATIONS

- Possess a positive attitude and enthusiasm for Carolina.
- Demonstrate respect for the diverse Carolina community and desire to work well with a diverse group of new students and new family members.
- Understand the value of inclusivity and fostering inclusive spaces with peers and new students to build senses of belonging
- Exemplify good teamwork, communication, and interpersonal skills.
- Express ability to problem solve and take initiative.
- Embody professional demeanor, strong work ethic and willingness to accept responsibility.
- Agree to abide by all University policies and civic laws.

QUESTIONS & INFORMATION

New Student & Family Programs
Suite, 3318 SASB South, Campus Box 5490
Chapel Hill, NC 27599
newstudents@unc.edu | 919-962-8304 | 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 process.

CONDITIONS OF PARTICIPATION

A. *Academic Standing*

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

B. *Training Dates*

1. **MUST** participate in meetings with the NSFP Coordinator to review program development on Wednesdays from 3:00-4:30pm ET** in the 2027 spring semester and for a weekly meeting (time to be determined) in the 2027 fall semester. Please note that some All-Staff meetings will be facilitated during the above training time with all NSFP student leaders. This meeting time may NOT conflict with any classes or other extra/co-curricular activities. **WOW Board Members are expected to be present at EACH meeting for the entire meeting.**
2. All NSFP Student Leaders will attend a weekend NSFP Student Leader retreat in **January 30th-31st 2027** and all WOW Board Members are expected to be present for the full retreat.
3. WOW Board Members must demonstrate a continued commitment to learn new tasks, practices, and methods over the course of their employment, with an emphasis on understanding and ultimately working under moderate to limited supervision.

C. *Attire*

1. WOW Board Members must present a positive image of UNC by dressing appropriately for all events attended. NSFP will provide the appropriate items to perform your duties as relevant to the role, as able.

D. *Email Communication*

1. Per University HR Policy, all faculty, staff and student representatives 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 representatives must maintain a University email address in the campus directory; faculty, staff, and student representatives may not automatically forward email from campus email systems to external non-University managed email systems (such as Yahoo, Gmail, or Hotmail).

E. *Conduct*

1. Engage in reflective assessment activities throughout time as a WOW Board Member to provide feedback about their experience, knowledge, skills, development etc.
2. Understand the 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 accord 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.

F. *Responsibilities*

1. **MUST** participate in scheduled meetings with the Coordinator and WOW Co-Chairs during the spring and fall semesters to review program development and participate in student leader training; some meetings will include additional/all other NSFP Student Leaders. Meeting times will take place on Wednesdays from 3:00-4:30pm ET in the 2027 spring semester and for a weekly meeting (time to be determined) in the 2027 fall semester. These meetings may NOT conflict with any classes or other extra-curricular activities. **WOW Board Members are expected to be present at EACH meeting for the entire meeting.**

2. Attend the NSFP Student Leader Retreat on January 30th-31st.

3. Collaborate with professional staff members of the University community to create a comprehensive Weeks of Welcome and program schedule that serves new students.

4. Help coordinate all necessary preparations to implement Weeks of Welcome and programs, such as:
    i. Brainstorming program ideas;
    ii. Contacting vendors/sponsors;
    iii. Learning room/equipment reservations, set up and clean up;
    iv. Marketing advertisements and publications;
    v. Meet and engage with faculty, staff, and senior University leaders/administrators;
    vi. Utilizing appropriate programmatic technologies and software, such as Zoom, Teams, etc.

5. Arrive in Chapel Hill by designated date (typically early August) to begin prep work for the Weeks of Welcome.

6. Attend select Weeks of Welcome events and assist with administrative tasks during WOW as delegated by the NSFP staff. These tasks may include but are not limited to: setting up WOW tents, placing and collecting directional signs, labeling materials, updating social media sites, scanning One Cards at events and running errands.

7. Oversee supporting staff at each Weeks of Welcome and program to ensure that support staff are fully aware of their responsibilities during each event to assure smooth program implementation and staff/ accountability.

8. Assist in planning and implementing events for new first-year and transfer students during the fall semester.

9. Assist with preparation and implementation of Family Weekends in fall 2027. WOW Board Members will assist with various tasks as delegated by the NSFP staff. Family Weekends occur toward the end of September or early October.

10. Plan Weeks of Welcome Back for following January (2027) for Spring admitted students and returning students, also in effort to allow shadowing opportunities for new 2027 WOW Board Members.

11. Fulfill other duties as deemed necessary by the NSFP staff.

Failure to meet the responsibilities of the WOW Board, as identified in this Agreement, or failure to meet any other reasonable expectations set by the Director, Associate Director, Coordinator, and/or NSFP staff may result in immediate termination.

WOW Board Members will be contracted from <u>January 1, 2027 to January 31, 2028.</u>
<u>- All dates and times subject to change.</u>**

WOW BOARD LEARNING OUTCOMES

The NSFP Student Leader training curriculum and positions are intentionally designed such that upon completion of the appointment, Student Leaders 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 solve problems.

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.
- Identify the value of self-reflection for personal development.
- Facilitate proactive transitional support for new first year and transfer students and Carolina family members.

COMPENSATION AND BENEFITS

Starting January 2027, WOW Board Members will be paid $12.50 per hour for the following hours of work completed. Payment will be determined based on completion of the responsibilities listed above.

*WOW Board Members do not have a summer commitment, but work may be assigned as needed with adjusted compensation opportunities.

Benefits:

- Gain extensive knowledge of Carolina's rich history, tradition, and student life
- Enhance your communication skills, and understanding of group dynamics
- Gain programmatic and event planning experience
- Active experience in guest services, working with Carolina's new student and family populations
- Networking with peer leaders and professional staff for continuing leadership/employment opportunities at and beyond NSFP
- Advancing personal growth goals in alignment with role responsibilities and requirements

Important Dates

WOW Board Members MUST be available for ALL dates/events listed below.
All dates/times subject to change.

NSFP STAFF RETREAT

- January 30th-31st, 2027

SPRING 2027 SEMESTER WOW MEETINGS: WEDNESDAYS, 3:00– 4:30 PM ET

- Every Wednesday afternoon will WOW Meetings (3:00-4:30pm ET) and/or NSFP All-Staff Meetings. Please make sure to keep this FULL Wednesday time block open when selecting Spring 2027 courses.
- These meetings/trainings will occur every Wednesday from January 2027, through April 2027

WEEKS OF WELCOME (WOW) 2027

Weeks of Welcome 2027

- Typically within first three weeks of August
- WOW prep begins late July, early August
- Rah Rah Pep Rally: Saturday of Move-In
- Convocation: Sunday before Classes Begin

Fall Programs

- September 2027
- October 2027
- November 2027

FALL 2027 SEMESTER WOW MEETINGS: TIME/DATE TBD**

- Fall Semester meeting time will be determined in Spring 2027 by group decision, with ultimate decision and approval by Coordinator

CAROLINA FAMILY WEEKENDS 2027

- Dates TBD, typically late September or early October.

WEEKS OF WELCOME BACK (WOWB) 2028

- Dates TBD, typically first and second week of classes/around that time.