New Student & Family Programs
2026-2027 WOW Board Chair/Co-Chair Position Description
Updated 08/07/2025

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 CO-CHAIR POSITION DESCRIPTION

WOW (Weeks of Welcome) Board Chair/Co-Chairs ("Co-Chairs) work together and with the New Student & Family Programs (NSFP) Staff to plan, coordinate, and implement intentional programming designed to enhance the student transition experience through the duration of the students' first year at UNC-Chapel Hill. In addition, the Co-Chairs will provide key leadership in the planning, coordination and implementation of WOW. The Co-Chairs provide primary leadership for the WOW Board, comprised of diverse student leaders charged with providing creation, support and facilitation of programs. Co-Chairs plan, market, and communicate programs with faculty/staff, student, and local community stakeholders, as well as recruit and train WOW Board leaders and serve as role models for what it means to live and learn in the diverse Carolina community. Past Co-Chairs cite the Co-Chair position experience as integral to their current success in professional school, graduate school and professional practices as alumni. New Student & Family Programs is committed to hiring a diverse group of creative and highly-motivated student leaders to sustain the WOW legacy.

WOW BOARD CO-CHAIR QUALIFICATIONS

- Fulfilled (or are currently fulfilling) all contract requirements as a WOW Board Member or Orientation Leader or Project Coordinator during a previous/current year.
- May not graduate before December 2026/January 2027.
- Possess a positive attitude, and knowledge of and enthusiasm for Carolina.
- 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 good teamwork, communication, and interpersonal skills.
- Demonstrate the ability to multi-task and complete projects with an attention to detail.
- Demonstrate the ability to problem solve, take initiative, and manage conflict.
- Exhibit leadership, 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.

CONDITIONS OF EMPLOYMENT AND PARTICIPATION

A. *Academic Standing*

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

B. *Supervision*

1. WOW Board Co-Chairs will be directly supervised by NSFP Coordinator, London Dys, who will be assisted by NSFP staff.

C. *Length of Position*

1. The duration of the WOW Board Co-Chair position is October, 2026 – December 31, 2026/ January 31, 2027^.
    i. October, 2026 – December 31, 2027: The Co-Chairs will assist with the recruitment, interviewing, selection, and hiring of the 2026 WOW Board.
        1. Additionally, taking a larger role in supporting WOW-B (Weeks of Welcome Back) in January 2026.
    ii. January 1, 2027 - December 31, 2027/ January 31, 2028^: The Co-Chairs will work with the WOW Board to plan and implement WOW, Fall Events, and WOW-B.

^ - Co-Chairs are strongly encouraged and incentivized to return for the second January, however, should they wish to leave the role early, they may discuss such with their supervisor.

D. *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 1.5-hour meeting (time to be determined) in the 2026 fall semester. Please note that some All-Staff meetings will be facilitated from 3:00-4:30pm ET ET** with all NSFP student leaders. This meeting time should NOT conflict with any classes or other extra/co-curricular activities. **WOW Board Co-Chairs are expected to be present at EACH meeting for the entire meeting.**
2. **MUST** participate in NSFP student leader training one Wednesday a month, the meeting will be facilitated from 3:00-4:30pm ET ** with all NSFP student leaders. This meeting time should NOT conflict with any classes or other extra-curricular activities. **WOW Board Co-Chairs are expected to be present at EACH meeting for the entire meeting.**
3. All NSFP Student Leaders will attend a weekend NSFP Student Leader retreat in **January 2027 20th-31st** and all WOW Board Co-Chairs are expected to be present for the full retreat.

*****All dates and times subject to change.*****

E. *Attire*

1. WOW Board Co-Chairs 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.

F. *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).

G. *Conduct*

1. Engage in reflective assessment activities throughout time as a WOW Board Co-Chair 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.

H. *Administrative Duties*

1. Between January 1, 2027 – April 20, 2027, and September 14, 2027 – December 31, 2027, WOW Board Co-Chairs will work a maximum of 4 hours per week with the NSFP Office, excluding training and related experiences.
2. WOW Board Co-Chairs will collaborate with professional staff members of the University Community to create a comprehensive WOW and fall program schedule that serves new first-year and transfer students.
3. Help coordinate all necessary preparations to implement WOW programs, such as but not limited to:
   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. Peer lead the WOW Board in program planning and assigned tasks.
4. Fulfill other office administrative duties as deemed necessary by the NSFP staff.

I. *WOW Board*

1. Assist in the recruitment, selection, training, and oversight of the WOW Board, by planning and facilitating the board meetings and updates.
2. Meet with assigned WOW Board groups and committees during the spring and fall semesters to review program development and provide updates to the NSFP Coordinator and NSFP Staff.
3. Serve as a role model to WOW Board and contribute to a positive team dynamic.

J. *Summer 2027 Duties*

1. Will be in regular email communication with the NSFP Coordinator and will send the WOW Board updates via email.
2. If Co-Chairs are interested, there may be a part-time employment opportunity. For more information, please speak with NSFP Coordinator.
3. If you are dual OL/WOW board you are expected to do complete your OL duties for both June and July

K. *UNC WOW (Weeks of Welcome)*

1. Arrive in Chapel Hill by at least week of August 9^{h}, 2027** to begin prep work for WOW. (Co-Chairs are strongly encouraged, though not required to start work on August 1.)
   i. WOW Board Co-Chairs must be accessible for work and communications between August 10th and end of UNC WOW 2026 (dates to be determined).
2. Attend and oversee all NSFP sponsored WOW activities (approx. 80 hours during WOW).
3. Assign duties and oversee all WOW Board Member activities throughout WOW.
4. Oversee staff at each WOW program to ensure that staff are fully aware of their responsibilities during each event to assure smooth program implementation and staff accountability.

5. Assist with administrative tasks during WOW as delegated by NSFP staff. These tasks may include but are not limited to:
    i. Creating engaging and inclusive community spaces within WOW programs, events, and initiatives;
    ii. Navigating and assisting with solution building using WOW technologies and platforms, such as Zoom, Kahoot, and Teams;
    iii. Promoting WOW and NSFP content via marketing to new students as appropriate;
    iv. Facilitate small-, medium-, and large-scale events with limited-to-no direct Pro Staff supervision/assistance;
    v. Apply previous experience as a WOW Board Member (or NSFP Student Leader) to utilize critical thinking, judgement, and decision-making competencies at a higher level;
    vi. Delegating tasks and accountability measures to WOW Board Members;
    vii. Assist in physical elements of WOW programming, including but not limited to setting up WOW tents, placing and collecting directional signs, labeling materials, scanning One Cards at events, and completing errands.
6. Attend New Student Convocation (Sunday, August 15, 2027) and assist by handing out programs, ushering participants to their seats, and other tasks that may arise.

*****All dates and times subject to change.*****

L. *Family Weekend*
1. Assist with preparation and implementation of Family Weekend 2027 (dates TBD)

M. *WOW Fall Programs*
1. Plan and implement events for new first-year and transfer students during the fall semester.

N. *UNC WOWB (Weeks of Welcome Back)*
1. Plan WOW-B (Weeks of Welcome Back) for following January (2028) for Spring admitted students and returning students, also in effort to allow shadowing opportunities for new Board Members hired for the 2027 Board.

O. *Other Duties as Assigned*
1. 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 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 October 2026, you will be paid $13.00 per hour of work completed. Payment will be determined based on completion of the responsibilities listed above.

Between January 1, 2027 – April 21, 2027, and August 1st, 2027 – December 31st, 2027, WOW Board Co-Chairs will work a maximum of 4 hours per week in the NSFP Office. During WOW season, Co-Chairs can expect to work between 30-40 hours per week and should plan accordingly. (August 2027)

Select summer (May/June/July) part-time work may be available if interested and discussed with the coordinator.

WOW Board Co-Chairs will be contracted from <u>October 9, 2026 to January 31, 2028.</u>

Benefits:
- Enhance your leadership, communication, and engagement skills working to understand group dynamics
- Continue your event planning experience in a higher level capacity
- Impact the transition experience of over 4,000 new students and their families
- Networking with peer leaders and professional staff for continuing leadership/employment opportunities at and beyond NSFP
- Gain supervisory experience in leading, training, and delegating to the Board

- Advancing personal growth goals in alignment with role responsibilities and requirements

Important Dates

Co-Chairs MUST be available for ALL dates/events listed below. <u>All dates/times subject to change.</u>

NSFP STUDENT LEADER RECRUITMENT

- October 2026

WEEKS OF WELCOME BACK (WOWB) 2027

- January 2027, TBD

NSFP STAFF RETREAT

- January 30th-31st, 2027

SPRING 2026 SEMESTER WOW MEETINGS: WEDNESDAYS, 3:00 – 4:30 PM ET

- Every Wednesday afternoon will be 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 13, 2027, through April 21, 2027

UNC WOW (WEEKS OF WELCOME) 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

WOW Fall Programs

- September 2027
- October 2027
- November 2027
- December 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 WEEKEND 2027

- Dates TBD, typically mid-October to early-November.

WEEKS OF WELCOME BACK (WOWB) 2028

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

QUESTIONS & INFORMATION

New Student & Family Programs – Vance Hall, 3rd Floor, Campus Box 5490 Chapel Hill, NC 27599
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Please Note: Details previous and within may be subject to change but not without notice prior to, during, or after the interview process.