New Student & Family Programs
Orientation Leader Job Description
2026-2027

This document was last updated on August 20, 2026 based off of available information at this time and is subject to change due to emergencies or unforeseen circumstances.

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-years 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 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 & Carolina family members.
- Project management.
- How to utilize social media applications to interact with students.
- How to navigate the registration process virtually to assist newer OLs.
- How to facilitate large or small groups without Pro Staff assistance.

Orientation Leader Qualifications

- May not graduate before December 2027.
- 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, a professional demeanor, a strong work ethic and willingness to accept responsibility.
- Have a working knowledge of University resources.
- Exhibits advanced foundation of content knowledge of the University of North Carolina at Chapel Hill and New Student and Family Programs
- 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

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. OLs will be directly supervised by the NSFP Coordinator but may also work with the Associate Director and other NSFP professional staff.

C. *Summer classes and additional employment*

1. OLs may register for in person or online/asynchronous academic courses during UNC Maymester (May 12-28, 2027) so long as they **do not conflict** with their job responsibilities and hourly required shifts for training, orientation sessions, staff meetings, debriefs, etc.
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.
3. OLs may hold additional employment, so long as it **does 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 need to be approved in advance.

D. *Length of Position*

1. The duration of the OL position is January 13, 2027 through August 31, 2027.

E. *Training Dates*

1. OLs MUST participate in weekly training sessions during the Spring semester on Wednesdays from 1:30pm-4:30pm beginning in January 2027. These meeting times should NOT conflict with any classes or other extra-curricular activities. ALL OLs are expected to be present and fully engaged at EACH training meeting for the entire meeting.
2. OLs participate in a one to two week training in late May or early June 2027. Training sessions are expected to last from around 8:00 a.m. until 9:00 p.m. throughout the one to two week training period, but many run later to prepare for orientation sessions at the discretion of NSFP leadership.
3. OLs will attend a weekend NSFP Student Leader retreat on January 30- 31, 2027.
4. If an additional spring semester retreat is planned by/for the OL team the OL will be expected to attend this retreat as well (exact dates/times TBD but typically in March near spring break).

dates and times subject to change

F. *Training Activities*

1. OLs will spend approximately 1.5hrs each week participating in committees and/or 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, 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 Fall and Spring semesters. 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 and professionally for all sessions and/or in uniform when applicable. Each OLC will receive a uniform to be worn during orientation sessions. Uniform requirements will be determined by NSFP Professional Staff and communicated by supervisor(s).

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 OLC is scheduled to work. This space will be a double room shared with another member of the OL team (single rooms are not available). Overnight guests are not permitted to stay with OLCs during this time. On-campus orientation housing is a requirement of the position and standard summer housing rates apply to each OL (please see compensation section below for more details).
2. Housing policies and community living standards will continue to apply to anyone living on campus over the summer as they do during the semester.

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 will need to use their personal laptops or devices for work purposes at the discretion of their supervisor(s).

K. *Conduct and Initiative*

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 your 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 rotation basis throughout the summer.
3. OLs will serve as role models 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 families.
7. OLs will assist college advisors and representatives 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 their supervisor(s) 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, and development etc.

B. Administrative Duties

1. OLs will work individually and collectively to help each other perfect 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 and/or arrange for their rental to successfully present aspects of summer orientation programs (i.e. skits, Hark the Sound).
3. OLs will assist with administrative tasks during Orientation as delegated by NSFP staff. These tasks will include, but 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, cleaning out storage and Union spaces after sessions, etc.
4. OLs will assist with other duties related to the New Student & Family Programs as assigned.

C. *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 OLCs' academic schedule, not in conflict with their orientation responsibilities.
3. All staff are required to assist with Convocation and the Rah Rah Carolina Pep Rally.

D. Rah Rah Car'lina Pep Rally

1. OLs will attend and assist with the Pep Rally by handing out giveaways, assisting with seating, exemplifying Carolina spirit, and other tasks that may arise.
2. OLs will assist with and facilitate Pep Rally preparation as needed.

E. *New Student Convocation*

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

Orientation Leader Compensation & Housing Cost Requirement

Starting January 2027, Orientation Leaders will receive a compensation package that includes the following.

- A stipend of $6,200 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): $5200* total, paid in 3 monthly installments
        - *Please note that these are gross amounts **before** taxes.

Required Housing & Cost

- You are required to live in campus housing during Summer Orientation. As an OL you will receive an 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 2026 semester, they would move into their Fall assignments and stay in that Fall space during August orientation sessions.
    - You must note the summer housing cost will be billed to each OL's 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/apply/rates/)
- Working dates/hours are below:
    - Spring Semester: January 13-April 21: weekly Wednesday meetings 1:30-4:30pm
    - Summer: June-August: staff training in June and a minimum of 13 First Year and 2 Transfer Orientation Sessions, Pep Rally, Convocation, attending and/or working WOW events.

**Please note that these numbers are pending final budget approval but will not decrease from what is listed.*

Orientation Leader & WOW Board Member Dual Position

Students have the opportunity to apply for a dual position that encompasses the Orientation Leader position and the WOW Board Member position. Students who apply for this leadership position will fulfill the duties of an Orientation Leader and support the planning and implementation of Weeks of Welcome programs. Along with the OL duties listed above, this position will include collaborating with NSFP staff and fellow student leaders to develop program ideas, assist with event logistics and implementation, engage directly with new students and support other WOW initiatives throughout the spring, summer, and fall. Expectations and requirements for this position will follow the Orientation Leader expectations listed in this document and the WOW Board position description.

2027 IMPORTANT OL DATES

NSFP Staff Retreat: Location TBA, likely off-campus

- Saturday, January 30th – Sunday January 31st, 2027
- March (TBD) - OL Team retreat

Spring 2027 Semester Staff Meetings: Wednesdays 1:30pm-4:30pm

- Every Wednesday afternoon will be OL Training Meetings (1:30-4:30pm ET). OLs are required to attend each training date in their entirety. 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.

June Training

TBD (Usually a one to two week period in early June followed by the first sessions of Summer)

- Anticipated OL training June 1-4, and June 7

Orientation Summer 2027

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 2027 (usually in the days leading up to FDOC and ~ 2-3 weeks after)
Pep Rally: August 2027 (usually the Saturday before FDOC)
Convocation: August 2027 (usually the Sunday before FDOC)

Optional Opportunities for Continued NSFP Involvement

OLs interested in continuing their involvement with NSFP after August will have the opportunity to apply for additional paid responsibilities as Family Rambassadors. These responsibilities include assisting with Family Football Experience, Family Weekend, recruitment for the following NSFP student leader teams, and student communications. More information will be shared in August.

NSFP Student Leadership Appreciation

- November 2027