**Orientation Counselor Position Description & Employment Agreement 2018-2019**

**Applications Open:** September 7, 2017 at 8:00 a.m.

**Applications Close:** October 1, 2017 at 11:45 p.m.

**Group Interviews:** October 12, 13, 16, 17 (times TBD)

**Individual Interviews:** October 23, 24, 25 (times TBD)

**Position Timeline:** January 8, 2018-January 9, 2019

<table>
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<tr>
<th>Important Dates*</th>
<th>Dates</th>
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<td>Dinner the Dean:</td>
<td>Late January</td>
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<td>OC Day of Service:</td>
<td>January 19, 2018</td>
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<td>OC Retreat:</td>
<td>January 20 – 21, 2018</td>
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<td>SROW Practices:</td>
<td>Tuesdays 5:30-7:30 p.m.</td>
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<td>OC Leadership Class (COMM 3150):</td>
<td>Tuesdays and Thursdays 3:30- 4:45 p.m. (Spring 2018)</td>
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<td>SROW (Southern Regional Orientation Workshop):</td>
<td>March 15- March 18, 2018</td>
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<td>May Training:</td>
<td>May 21- June 1, 2018</td>
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*All dates subject to change.

**Orientation Counselor Position Description**

Selection to be a member of UNC Charlotte’s Orientation Counselor team is an honor and a rewarding opportunity for both personal and professional growth. Each year the Office of New Student and Family Services selects a group of mature and dedicated undergraduate student leaders to assist with implementing the University’s orientation programs. During this memorable experience, Orientation Counselors (OCs) serve as peer educators, group facilitators, performers, resource persons, and role models to first-year students, transfer students, and their families and guests in their adjustment and transition to the University of North Carolina at Charlotte. OCs will learn and practice specific skills, exhibit problem-solving strategies, and implement a university-wide program. As an OC, you are responsible for reading and understanding the Orientation Counselor Job Description and agree to abide by all terms specified. Multiple conflicts with responsibilities and expectations as an OC may result in termination as determined by the Leadership Team.

**Eligibility**

To be eligible, each candidate must:

A. Uphold the values of integrity, community, personal development, team achievement, #NinerPride, and leadership.

B. Be an undergraduate, degree-seeking student who has completed or is enrolled in a minimum of 12 credit hours at UNC Charlotte throughout the fall 2017, spring 2018, and fall 2018 semesters.

C. Have a UNC Charlotte grade point average (cumulative) of at least 2.5 at the time of application and maintain a cumulative GPA of a 2.5 throughout the duration of the position. Students who apply before completing 12 hours may be hired on a conditional basis until final grades are posted.

D. Be free from significant academic or disciplinary action through the Office of Student Conduct.

E. Exhibit commitment to the mission of the Dean of Students Office.

F. Demonstrate a desire to learn about UNC Charlotte in addition to its regulations, people, and programs, and a willingness to share said information with others.

G. Possess the following qualities: maturity, responsibility, initiative, motivation, flexibility, critical thinking, enthusiasm, integrity, and a strong and positive work ethic.

H. Exhibit leadership potential.

I. Exhibit good interpersonal communication and group presentation skills.

J. Be eager to improve leadership and teamwork skills.

K. Be able to work effectively with a diverse group of team members and to promote the benefits of diversity.
L. Accommodate special conditions of the position: ability to work long hours that begin early in the morning and that end late at night for multiple days in a row, ability to conduct tours or remain outside in the heat for significant periods of time, and be responsible for transporting materials to orientation sites as needed.

M. Must agree to all of the terms and conditions associated with the Orientation Counselor position. (see pages 2-5)

N. Must be available to live in the resident hall hosting SOAR from May 21, 2018 to July 23, 2018.

Responsibilities
The following is a summary of expected duties. The list is not comprehensive, and additional duties may be assigned at any time.

Assistance to Students, Parents, and Family Members
1. 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 OC during check-in and may change for each session.
2. Serve as a positive role model and facilitator for new students and families and be constantly accessible for interaction with students and their family members to make them feel comfortable and welcome, answering any and all of their questions.
3. Be a source of information regarding academics, policies and procedures, campus services, activities, building locations, and all other aspects of student life at UNC Charlotte.
4. Conduct well-organized, thorough group meetings and discussions for new students and their family members. OCs will be required to go over specific information.
5. Represent all University organizations equally and accurately to new students and their family members.
6. Serve as a peer assistant, helping college representatives and academic advisors, in order to help students understand and complete the registration process.

Administrative Duties
1. Assist in the organization and preparation of orientation activities.
2. Participate in the production of, and perform in, the orientation skit videos and presentations.
3. Be a contributing OC, while supporting and encouraging all other staff members.
4. Assist with the assembling of orientation materials for all of the orientation sessions.
5. Assist with office duties as needed and assigned.
6. Efficiently complete all logistical tasks as requested by the Leadership Team to ensure the orientation program proceeds smoothly and effectively.
7. Assist presenters, college representatives, academic advisors, campus partners and other administrators as needed.
8. Maintain regular communication with all the Leadership Team, discussing with them situations that warrant their attention or action.
9. Maintain regular communication with incoming students via OC social media accounts through the fall semester.
10. Participate in all assigned duties of orientation fully and with a positive attitude, while taking initiative with unanticipated tasks or problems.

Please note that this is not an exhaustive list. Throughout training and the job, requirements may be added, modified, or deleted. Orientation Counselors must be willing to accept other duties as assigned. All dates and times listed are anticipated and may change depending on the University calendar, orientation planning process, or incoming student numbers.

Terms and Conditions of the Orientation Counselor Position

A. Length of Position
The duration of this position is January 2018 through the first week of classes in January 2019.
B. Training
Orientation Counselors (OCs) will be required to take a mandatory COMM 3150 (Topics in Communication Studies) Course during the spring 2018 semester.

1. From January 9, 2018 through May 1, 2018, COMM 3150 will be held from 3:30 p.m. to 4:45 p.m. every Tuesday and Thursday throughout the semester. This is a credit-bearing class, and students are expected to do multiple reading and writing assignments and complete assigned projects and presentations in order to fully comprehend the material being discussed.
   ● Please note that COMM 3150 is a mandatory three-credit elective course. You will be responsible for payment of the course and will receive an actual grade at the end of the semester. All students must pass this course with a C grade or higher to be eligible to continue in an OC position.

2. There will be a mandatory off-campus retreat from January 20, 2018 through January 21, 2018. Participation in all retreat activities is expected.

3. From March 15 - March 18, 2018 Orientation Counselors will be traveling to Orlando, Florida to attend the annual SROW (Southern Regional Orientation Workshop) conference. At this conference, OCs will meet thousands of other students from various institutions who assist with orientation and transition programs at their universities. Full participation in SROW, including all educational sessions, activities, and competitions are required. Also, SROW preparation is required (practices, costume and prop making, informational meetings, etc.).

4. During the summer, from May 21 - June 1, 2018, mandatory training sessions will be held daily, Monday through Friday, from 8:00 a.m. - 8:00 p.m. (times are approximate and subject to change). OCs must also attend evening activities in addition to daytime hours as scheduled by the professional staff (e.g. dinners, intro practices, hall decorating, packet stuffing, additional review time, etc.).

5. Additional training sessions and rehearsals may be added as necessary by the Assistant Directors for New Student and Family Services, Director of New Student and Family Services, or other members of Leadership Team.

C. Training Related Activities
All Orientation Counselors will be expected to contribute additional time and effort to orientation as needed (i.e. SROW practice, skit filming, photography sessions, welcome video filming, etc.). OCs will be required to attend SROW practice and skit filming once a week starting January 11, 2018 and ending May 10, 2018.

D. Required GPA
All Orientation Counselors will maintain a UNC Charlotte grade point average (cumulative) of at least 2.5 at the time of application and throughout the duration of the position. Students who apply before completing 12 credit hours may be hired on a conditional basis until final grades are posted.

E. Sessions
OCs are required to participate in all orientation sessions for first-year students, transfer students, families, and guests (including the night before each session) held during their period of employment. A session’s duration is defined as beginning at 6:00 a.m. and ending at 5:00 p.m. and/or when registration ends. OCs are not allowed to leave campus without permission during any orientation session. For first-year sessions, OCs will be required to adhere to a 10:00 p.m. curfew, the evening prior to “day 1” There will be a set time the night before each session that they must be in the residence halls and will not be allowed to leave campus from that point through the end of the second day of each session.

1. Transfer Orientations: 9-10 one-day sessions from June 2018 through January 2019. A transfer session’s duration is defined as beginning at 6:00 a.m. and ending at 5:00 p.m. and/or when registration ends.
2. First-Year Orientations: 12 two-day sessions from June through August 2018. A first-year session’s duration is defined as curfew at 10:00pm the night before day 1 until the end of the mandatory staff meeting following registration on day 2.
3. Orientation Counselors will be required to work any SOAR sessions as they are deemed necessary by the Office of New Student and Family Services. Orientation Counselors are also required to work any SOAR sessions taking place in August 2018, November/December 2018, and January 2018. The August sessions will be a part of the compensation package, but Orientation Counselors will be compensated separately for their work in
November/December and January sessions. Additional sessions may be added as needed to accommodate the number of students who have accepted their admission into the University.

F. Classes
Orientation Counselors may not take any courses during the 1st summer, 2nd summer, or extended summer sessions.

G. Employment
No conflicting employment is allowed from May 21 through July 21, 2018, July 31, 2018, August 18 and 19, 2018, as well as 49er New Year (Aug. 19), and New Student Convocation (Aug. 20). Additional help may be required during Family Weekend as well (Sept./Oct. 2017). For SOAR sessions serving spring 2019 admits, no additional conflicting employment is allowed on November/December Session, January 3, 2019, and January 4, 2019. During other times employment is allowed, but must not conflict with training or sessions.

H. Housing
Orientation Counselors are required to live in SOAR specified on-campus housing beginning approximately on May 20, 2018 and continuing through approximately July 22, 2018. The July dates are subject to change based on the finalized 2018 SOAR schedule. Additional overnight housing will be provided and required for the late July 2018 session. Specifically, OCs must stay in their room every night that first-year or transfer students are in the residence halls. Up to four (4) OCs will be assigned as roommates for the duration of the summer. As a resident of University Housing, you will be required to adhere to all housing and Residence Life policies. Rooms will be provided by the Office of New Student and Family Services at no cost to the Orientation Counselors. Meals will also be provided during orientation sessions. In addition, no alcohol WILL NOT be permitted in OC rooms or in any part of the residence hall while living on campus. This applies to all Orientation Counselors regardless of age.

1. OCs will be held responsible for all damages, lost keys, or other fees associated with their residence hall assignment except for rental charges accrued during the SOAR Program from Sunday, May 21, 2018 through approximately Sunday, July 23, 2018 and July 31, 2018.
2. Orientation Counselors will abide by the ID policy in the residence halls and carry their student ID card with them at all times.
3. Orientation Counselors will abide by the guest policy throughout the duration of employment. OCs are not allowed to have guests in the building during SOAR, including Sunday night through Friday afternoon. OCs may have guests until 10:00 p.m. on Early Arrival nights. OCs are allowed to have guests, following normal housing rules and procedures, on Friday and Saturday nights.
4. No smoking is allowed in the residence halls. All Orientation Counselors must smoke in designated outdoor areas, and may not smoke during work hours of SOAR sessions.

I. Remuneration/Payment
Each Orientation Counselor will be paid a stipend of $3,800.00 (less applicable taxes) for the year. $3,500.00 (less applicable taxes) will be paid on paydays from May 2018 to August 2018, and a $300.00 check (less applicable taxes) will be paid in September 2018. Additional compensation will be provided for November/December 2018 and January 2019 orientation dates. OCs must complete all duties and responsibilities assigned to receive the complete remuneration amount. In addition,

J. Attire
Each OC must present a positive image of UNC Charlotte by dressing appropriately for all sessions. Each OC will receive uniform shirts and will be required to have their own khaki shorts or pants or skirt, belt, and close-toed shoes. In order to create a professional image, shirts and polos will be tucked in at all times, the appropriate name tag must be worn at all times, and shorts must be of fingertip length. All attire is at the discretion of the staff and OCs may be asked to change if they do not meet standards.

K. Absences and Tardiness
During training and orientation sessions, members will be expected to be on time and available for the entire time scheduled. Time off, therefore, is limited and excused on an emergency permission basis only. Orientation
Counselors are expected to notify the Leadership Team of absences in order to be considered for an excused absence. OCs will be responsible for all information missed. Unexcused tardiness or absences may result in a verbal warning, written warning, reduction of pay, or loss of job.

L. Fraternity and Sorority Affiliation
Orientation Counselors who are affiliated with a fraternity or sorority organization will be required to disaffiliate from May 21, 2018 to August 1, 2018 and during all orientation sessions, which includes sessions that occur in August, November/December, and January. During this time, they will not be allowed to wear or display their letters on their person, in their residence hall room, or on accessories or materials used during the orientation program. They may not discuss their involvement with their specific organization. In addition, orientation responsibilities will take precedence over sorority or fraternity obligations.

M. Conduct
OCs will refrain from consuming alcoholic beverages or any illegal substances during all orientation sessions, training, or related activities, including the training workshops and when specifically representing UNC Charlotte. OCs must abide by all University Policies as stated in The Code of Student Responsibility and The Code of Student Academic Integrity, the Orientation Counselor Employment Agreement, and all housing rules and regulations at all times throughout tenure as an Orientation Counselor. OCs may not have romantic relationships any orientation participants, nor can they invite them to or be present with them at any social gathering where alcohol is involved. Any Orientation Counselor is subject to disciplinary action by the Office of New Student and Family Services, Housing and Residence Life, or the University and may be removed from the Orientation Counselor position.

N. SOAR Student Coordinators and Graduate Assistants
The SOAR Student Coordinators and Graduate Assistants work with the New Student and Family Services staff in different aspects of the orientation program. They will assist with OC selection and training, provide leadership for the Orientation Counselors, and serve as members of the Leadership Team OCs. There will be Graduate Assistants and/or Graduate NODA Interns who work with the orientation program. All positions will provide leadership for the OCs and will be responsible for assigning duties to Orientation Counselors.

O. Other Student Leadership Positions
Due to the orientation requirements, OCs will not be permitted to be actively involved and/or employed with any organization that requires participation, training programs, or responsibilities that interfere with the orientation program. Because of this, Orientation Counselors are not eligible to apply for the Resident Advisor, SAFE Counselor, and UTOP mentor position for the 2018-2019 academic year. OCs may be ineligible for other positions and should confirm with Leadership Team prior to accepting the position.