Orientation Counselor Position Description & Employment Agreement 2019-2020

Applications Open: September 7, 2019 at 12:00 a.m.
Applications Close: October 1, 2019 at 11:45 p.m.
Group Interviews: October 10, 11, 12, 15, 16 (times TBD)
Individual Interviews: October 29 – November 2 and November 5 – 9 (times TBD)
Position Timeline: January 9, 2019– January 9, 2020

<table>
<thead>
<tr>
<th>Important Dates*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinner the Dean:</td>
</tr>
<tr>
<td>OC Day of Service:</td>
</tr>
<tr>
<td>OC Retreat:</td>
</tr>
<tr>
<td>SROW Practices:</td>
</tr>
<tr>
<td>OC Leadership Class (COMM 3150):</td>
</tr>
<tr>
<td>SROW (Southern Regional Orientation Workshop):</td>
</tr>
<tr>
<td>May Training:</td>
</tr>
</tbody>
</table>

*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 & 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, inclusion, community, personal development, team achievement, leadership, and #NinerPride.
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 2018, Spring 2019, and Fall 2019 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 & Academic Integrity.
E. Exhibit commitment to the mission of the Office of New Student & Family Services and the Dean of Students Office.
F. Demonstrate a desire to learn about UNC Charlotte in addition to its regulations, people, and programs, as well as a willingness to share said information with others.
G. Possess the following qualities: maturity, responsibility, innovation, 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, 2019 to August 3, 2019.

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 to the best of your ability.
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 situations with them 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 2019 through the first week of classes in January 2020.

B. **Training**
Orientation Counselors (OCs) will be required to take a mandatory COMM 3150 (Topics in Communication Studies) Course during the spring 2019 semester.

1. From January 9, 2019 through May 1, 2019, 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 19, 2019 through January 20, 2019. Participation in all retreat activities is expected.

3. From March 15 – March 17, 2020, Orientation Counselors will be traveling to Myrtle Beach, South Carolina 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, is required. Also, SROW preparation is required (practices, costume and prop making, informational meetings, etc.). As SROW is a major teambuilding experience for the OC team, attendance in mandatory for eligibility for the position.

4. During the summer, from May 20 – May 31, 2019, 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 & Family Services, Director of New Student & 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, 2019 and ending May 9, 2019.

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:** 14 one-day sessions from June 2019 through January 2020. 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**: 13 two-day sessions from June through August 2019. A first-year session's duration is defined as curfew at 10:00 p.m. 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 & Family Services. Orientation Counselors are also required to work any SOAR sessions taking place in August 2019, November/December 2019, and January 2020. 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 first summer, second summer, or extended summer sessions. This is due to the rigorous work schedule, compensation standards, and session availability.

**G. Employment**

No conflicting employment is allowed from May 20-August 19, 2019, as well as 49er New Year (Aug. 19), and New Student Convocation (Aug. 20). Additional help will be required during Family Weekend as well (Sept./Oct. 2019). For SOAR sessions serving spring 2020 admits, no additional conflicting employment is allowed on November/December Session, January 6 & 7, 2020. During other times employment is allowed, but must not conflict with training or sessions.

**H. Housing & Program Meals**

Orientation Counselors are required to live in SOAR specified on-campus housing beginning approximately on May 19, 2019 and continuing through approximately August 3, 2019. *The August date is subject to change based on the finalized 2019 SOAR schedule.* 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 & Family Services at no cost to the Orientation Counselors. Meals will also be provided during orientation sessions. **In addition, 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. All Orientation Counselors are required to complete the Housing Application for first summer and second summer; however, the deposit will be covered by New Student & Family Services. NSFS will include the deposit (approximately $50-100) as part of your compensation after move-out in August should there be no damages, lost keys, or other outstanding fees. The deposit will come as a refund from Housing & Residence Life at move-out.

2. 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 19, 2020 through approximately Saturday, August 3, 2019.

3. Orientation Counselors will abide by the ID policy in the residence halls and carry their student ID card with them at all times.

4. 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.

5. 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 their summer work. This amount will be distributed in increments at the end of May, June, July, and August. Additional compensation will be provided for November/December 2019 and January 2020 orientation dates, as well as additional paid opportunities that will be sent directly to the team during fall 2019 (i.e. Family Weekend). More information regarding payment schedules and amounts will be provided in April/May 2019. OCs must complete all duties and responsibilities
assigned to receive the complete remuneration amount. Professional staff reserves the right to deduct payment for work not completed. Additionally, consistent tardiness to any SOAR-related event will result in reduced compensation and possibly lead to termination.

J. OC Uniform and 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 nametag 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. All uniform items are given to OCs on the condition of their employment. Should an OC not continue or be terminated from their position, all uniform items (polos, day 2 shirts, backpack, paddle, nametag, etc.) given to that individual by the Office of New Student & Family Services must be returned within 24 hours. All unreturned items will be deducted from the OC’s final paycheck.

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 required to get approval in advance of their absence from the Leadership Team. All absences (excused and unexcused) from SOAR Sessions will result in reduced compensation per session unless otherwise stated by Professional Staff. OCs will be responsible for all information missed. Unexcused tardiness or absences may result in a verbal warning, written warning, reduction of pay, or termination.

L. Fraternity and Sorority Affiliation
Orientation Counselors who are affiliated with a fraternity or sorority organization will be required to disaffiliate from May 19, 2019 to August 3, 2019 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 and 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 & Family Services, Housing & 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/NODA Interns work with the New Student & 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. 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 2019-2020 academic year. OCs may be ineligible for other positions and should confirm with Leadership Team prior to accepting the position. Additionally, OCs should let Professional Staff know of
any on-campus employment that might conflict with OC obligations, as it may have an impact on student pay and hours worked.

By signing below, I am certifying that I have read, understood, and agree to all the included information and terms of employment with New Student & Family Services. I understand that violation of said agreement could result in a verbal warning, reduction in pay, or termination.

________________________________                                       ________________________________
(Signature)                                                                                     (Date)

________________________________
(Print Name)