### Important Dates*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>OC Kickoff</td>
<td>Tuesday, January 19, 2021 5:00 – 7:00 p.m.</td>
</tr>
<tr>
<td>Dinner with the Dean</td>
<td>Date in January/February (TBD)</td>
</tr>
<tr>
<td>OC Retreat</td>
<td>February 6 - 7, 2021</td>
</tr>
<tr>
<td>Weekly Team Meeting/Training</td>
<td>Tuesdays from 1/26 - 5/4 (no meeting during spring recess); 5:30 – 7:30 p.m.</td>
</tr>
<tr>
<td>OC Leadership Class (COMM 3150)</td>
<td>Tuesdays and Thursdays 2:30 – 3:45 p.m. (Spring 2021)</td>
</tr>
<tr>
<td>OC Training</td>
<td>May 20 - June 4, 2021 (excluding Memorial Day)</td>
</tr>
<tr>
<td>SOAR</td>
<td>June 7 - July 2, 2020; July 12-30, 2021</td>
</tr>
<tr>
<td>August SOAR &amp; Gold Rush</td>
<td>These will be based on the 2021-2022 academic calendar (TBD)</td>
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</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 **Courage, Equity, Growth, and Connection.**
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 2020, Spring 2021, and Fall 2021 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 in good conduct standing with the University, as described in the Code of Student Responsibility and Code of Student 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.
Responsibilities

Please Note: The following is a summary of expected role responsibilities assuming that SOAR will take place in-person in the summer of 2021. While most responsibilities will be similar if SOAR moves online, refer to the Virtual Addendum at the end of this document for a list of potential changes. Final decisions about the SOAR format for 2021 can be expected towards the end of the spring 2021 academic semester. The list is not comprehensive, and additional duties may be assigned at any time.

Assistance to Students, Parents, and Family Members

1. 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.
2. 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.
3. Conduct well-organized, thorough small group meetings and discussions for new students. OCs will be required to go over specific information.
4. Represent all University organizations equally and accurately to new students and their family members.
5. Serve as a peer assistant, helping college representatives and academic advisors, in order to help students understand and complete the registration process.
6. Adapt as needed to accommodate for the unique virtual environment for students and their family members, helping with technology issues and other unanticipated concerns.
7. Continue assisting with the transition to UNC Charlotte through staffing Gold Rush events and remaining connected to students in small groups throughout the Fall 2021 semester.

Administrative Duties

1. Assist in the organization and preparation of orientation activities.
2. Be a contributing OC, while supporting and encouraging all other staff members.
3. Efficiently complete all logistical tasks as requested by the Leadership Team to ensure the orientation program proceeds smoothly and effectively.
4. Assist college representatives, academic advisors, campus partners, and other administrators as needed.
5. Maintain regular communication with all the Leadership Team, discussing situations with them that warrant their attention or action.
6. Maintain regular communication with incoming students via OC social media accounts through the fall semester.
7. Participate in all assigned duties of orientation fully and with a positive attitude, while taking initiative with unanticipated tasks or problems.
8. Complete assigned outreach and follow up with incoming students (i.e. email communication, Canvas discussion board participation, etc.) as assigned by supervisor.
9. Assist with office duties as needed and assigned.

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

Please Note: All information included in terms and conditions is subject to change. With the ongoing COVID-19 pandemic and changes to University, state, and federal policy, adjustments may be made to meet those expectations. Should changes be required, NSFS staff will work to inform student leaders as quickly and with as much transparency as possible.

A. Length of Position
The duration of this position is January 2021 through the first week of classes in January 2022.

B. Training
Orientation Counselors (OCs) will be required to take a mandatory COMM 3050 (Topics in Communication Studies) Course during the spring 2020 semester.

1. For the entire spring 2021 semester, COMM 3050 will be held from 2:30 p.m. to 3:45 p.m. every Tuesday and Thursday. 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. The class will primarily take place in person, but there will be hybrid components throughout.
   - Please note that COMM 3050 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 on-campus retreat on February 6 and February 7, 2021. Participation in all retreat activities is expected.

3. OCs will be required to attend a weekly team meeting/training on Tuesdays from January 26, 2020 to May 4, 2020 (no meeting during spring recess) from 5:30 – 7:30 p.m.

4. Summer Training will be held from May 20 - June 4, 2020 (excluding Memorial Day weekend - May 29-31).
   OCs can expect for training on these days to be all day, from about 8 a.m. to 8 p.m.

5. An all-day Gold Rush training (8 a.m. - 5 p.m.) will be held on Friday, August 14.

C. Training Related Activities
All Orientation Counselors will be expected to contribute additional time and effort to orientation as needed (i.e. skit filming, photography sessions, welcome video filming, etc.).

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: 10 one-day sessions from June-August 2021 and 3 one-day sessions in December 2021 and January 2022. 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: 14 two-day sessions from June-August 2021 and 1-2 two-day sessions in January 2022. 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 2021, November/December 2021, and January 2022. 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 26-August 24, 2020, as well as 49er New Year (Aug. 23), and New Student Convocation (Aug. 24). Additional help will be required during Family Weekend as well. For SOAR sessions serving spring 2021 admits, no additional conflicting employment is allowed on November/December and January sessions. 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 20, 2021 and continuing through approximately July 31, 2021. The July date is subject to change based on the finalized 2021 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 July 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 May 20, 2021 through approximately July 31, 2020.

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 2021 and January 2022 orientation dates, as well as additional paid opportunities that will be sent directly to the team during fall 2021 (i.e. Family Weekend). More information regarding payment schedules and amounts will be provided in April/May 2020. 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. Additionally, consistent tardiness to any SOAR-related
event will result in reduced compensation and possibly lead to termination. Please refer to the Disciplinary Procedures document for more information about action taken in regard to tardiness.

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 black shorts or pants or skirt, and close-toed shoes. In order to create a professional image, OC’s must have the correct polo on every day, 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 **June 7, 2021 to July 30, 2021** 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 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 with 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. Failure to comply with any of these conditions, including but not limited to engaging in conduct that is deemed inappropriate by New Student and Family Services, may result in immediate termination from the Orientation Counselor position, in the sole and reasonable discretion of the Assistant Directors, Associate Director, or Director of New Students and Family Services.

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 2021-2022 academic year**. OCs may be ineligible for other positions and should confirm with the 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 (including what is listed below in the Virtual Addendum). I understand that violation of said agreement could result in a verbal warning, reduction in pay, or termination.

________________________________                                       ________________________________
(Signature)                                             (Date)

________________________________
(Print Name)
Virtual Addendum

While most responsibilities listed above will be similar regardless of the SOAR 2021 format, this Virtual Addendum outlines a list of aspects of the OC role that will change if SOAR moves online. Final decisions about the SOAR format for 2021 can be expected towards the end of the spring 2021 academic semester. Please read the below carefully.

Please Note: All information included in terms and conditions is subject to change. With the ongoing COVID-19 pandemic and changes to University, state, and federal policy, adjustments may be made to meet those expectations. Should changes be required, NSFS staff will work to inform student leaders as quickly and with as much transparency as possible.

F. Classes
Orientation Counselors may take courses during summer sessions. Since OC employment is 20 hours per week, students will be able to take classes this summer should they not conflict with OC responsibilities. Should OCs wish to take synchronous online classes, those meeting times must fall outside of their contracted hours of SOAR Sessions. Students wishing to take asynchronous online classes may do so; however, class work cannot be completed during their contracted OC hours.

G. Employment
OCs are allowed to have employment elsewhere, as long as it does not conflict with hours required in the OC role. Those with secondary employment should notify the Assistant Directors of their position. OCs with secondary employment will not be excused from SOAR responsibilities should conflict arise. No conflicting employment is allowed during Gold Rush events. Gold Rush dates will be determined in spring 2021, and NSFS staff will proactively share these with OCs. NSFS staff will also work around academic schedules and commitments for these events. Additional help will be required during Family Weekend as well. For SOAR sessions serving spring 2022 admits, no additional conflicting employment is allowed on November/December and January sessions. During other times, employment is allowed, but must not conflict with training or sessions.

H. Housing & Program Meals
Orientation Counselors may be provided housing and meals during summer 2021 depending on NSFS, Housing & Residence Life, University, and state policy. More information about availability of on-campus housing for OCs will be provided in spring 2021. At this time (October 2020), NSFS cannot guarantee housing and meal availability for OCs should SOAR be an online program for summer 2021.

I. Remuneration/Payment
Each Orientation Counselor will be paid $10 per hour for 20 hours per week (less applicable taxes) for their summer work. This amount will be distributed in smaller increments biweekly (only for weeks worked), according to UNC Charlotte’s student employee payment schedule. Additional compensation will be provided for November/December 2021 and January 2022 orientation dates, as well as additional paid opportunities that will be sent directly to the team during fall 2020 (i.e. Family Weekend). If SOAR is a virtual program, more information regarding payment schedules and amounts will be provided in April/May 2021. 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.

J. OC Uniform and Attire
Each OC will receive uniform shirts to wear during Virtual SOAR. Additionally, OCs will be required to have their own black shorts or pants or skirt, and close-toed shoes for Gold Rush, as well as November 2021, December 2021, and January 2022 SOAR Sessions, if in-person.

Please initial here that you read and understand the above addendum: _____