Gold Rush Student Coordinator Application 2021-2022

Application Deadline: Monday, February 28, 2021 at 11:59 p.m.
Interview Dates: March 8 - March 11, 2021
Position Timeline: April 5, 2021 – May 4, 2022

Gold Rush Student Coordinator Description

Gold Rush Student Coordinators are the primary student leaders overseeing the planning, facilitation, and execution of the annual Gold Rush program that is sponsored by the New Student and Family Services Office and the university. This position works closely with campus partners and NSFS staff to develop a meaningful Gold Rush for all new students entering the university. In addition, this position supervises and mentors the Gold Rush Leadership team. Reporting to the Assistant Director for New Student and Family Services, Student Programs and Graduate Assistant for Student Programming, the Gold Rush Student Coordinators provide leadership, direction and vision for Gold Rush and creates an engaging experience to kick off the academic year at UNC Charlotte. Gold Rush Student Coordinators may be required to attend the NODA Region VI Regional Conference in Spring 2022 and/or another professional development opportunity (more information will be provided at a later time). This is an excellent leadership role for student leaders interested in excelling in supervision, program development and execution as well as creating lasting traditions in the UNC Charlotte community. Successful candidates exemplify the New Student and Family services values of integrity, inclusion, community, personal development, team achievement, leadership, and Niner Pride. The Gold Rush Student Coordinators will be selected (1-2 selected) for the 2021-2022 academic year and will work 15 hours/week in the fall and spring semesters, up to 20 hours/week throughout the summer, and all of Gold Rush scheduled events at the beginning of fall semester 2021 and spring semester 2022. Successful candidates exemplify the New Student and Family services values of integrity, inclusion, community, personal development, team achievement, leadership, and Niner Pride. The Gold Rush Student Coordinators are highly involved in:

- Recruiting, interviewing, and selecting the Gold Rush Leadership Team
- Recruiting selecting the 2021 Gold Rush Volunteer Leaders
- Planning and facilitating the Gold Rush Program in both fall and spring
- Utilizing Microsoft Excel and Niner Engage to organize events and event requests
- Supervising and training the Gold Rush Leadership Team.
- Serving as a liaison between campus partners, student organizations and the Office of New Student and Family Services
- Selecting and ordering Gold Rush promotional items
- Providing feedback for Gold Rush publications
- Overseeing Gold Rush events where Gold Rush Leaders are volunteering
- Supporting the Office of New Student and Family Services during the preparation and execution of Gold Rush events sponsored by the office
- Communicating with Gold Rush Leaders, campus partners, and student organizations throughout the Gold Rush planning process to ensure that everyone is knowledgeable about the program
- Serving as a committed member to the New Student and Family Services team supporting office-wide initiatives as needed throughout the academic year (SOAR preparation, Family Weekend, general office duties, etc.)
- Completing other projects and duties as assigned
- Preparing transition materials for the next Gold Rush Student Coordinators

Qualifications: Students interested in applying for this position must meet the minimum requirements:

- Maintain a minimum 2.75 cumulative grade point average
- Maintain a full-time enrollment status
- Be in good disciplinary and academic standing with UNC Charlotte
- Be enrolled at UNC Charlotte for one semester following employment completion

Application Requirements and Process Overview:
A completed application packet must be received before the deadline in order to be considered for the Gold Rush Student Coordinator position. A complete application packet includes three parts:
1. General Application in Niner Engage
2. Resume (PDF format)
3. Supplemental Questions (see instructions below)

**General Application and Self-Evaluation (Part 1):**
Application submission is available within your Niner Engage portal (forms > Gold Rush Student Coordinator Application). Fill out the information listed in the form. Once you have completed this portion, you can upload the remaining portions of your application to the form for consideration.

**Resume (Part 2):**
All candidates must submit an updated resume. It is an excellent professional tool to have up to date and it is recommended that candidates utilize resources at the University Career Center for additional support in building your resume. Upload your complete resume in a PDF format to your Niner Engage application. Title your resume “Last Name – GRSC Resume”

**Supplemental Questions (Part 3):**
Please answer the following questions and submit with your completed application form. We encourage you to use examples within your reflection. To respond to these questions, submit the responses in one document (Times New Roman, font size 12, single-spaced, and 1-inch margins). Please make sure the document does not exceed 2 pages in length for all responses. Save your document as a PDF with the title as “Last Name – GRSC Supplemental Questions” and submit the document to the application listed within Niner Engage.

1. What is the purpose of having a Gold Rush Coordinator within the UNC Charlotte community? Why do you want this position?
2. Describe how your experiences as a student leader will give you the vision to lead, plan, facilitate and execute the Gold Rush program effectively. What skills will you bring to the position and what would you hope to gain?
3. There will be between 1-2 Gold Rush Student Coordinators, please describe your ability to co-facilitate and work on a team with another Student Coordinator.
4. The Gold Rush leadership team directly reports to the Gold Rush Student Coordinators. Based on this information, what is leadership to you and how do you anticipate your leadership style informing your supervisory style?

All complete applications must be turned in on **Sunday, February 28, 2021.** Only applicants who submit completed applications packets will be considered for this position.

**Contact Information:**
Questions regarding the Gold Rush Student Coordinator application process may be directed to Nia Robinson (nrobin39@uncc.edu).

*The Office of New Student and Family Services, within the University of North Carolina at Charlotte, recognizes a moral, economic, and legal responsibility to ensure equal employment opportunity for all persons, regardless of race; color; religion; gender, including pregnancy, childbirth, or related medical condition, sexual orientation; age; national origin; physical or mental disability; political affiliation; protected veteran status; or genetic information.*