



## 2023 Orientation Counselor Position Description & Employment Agreement

**Position Timeline:** January 9, 2023 - January 2024

Important Dates*	
<b>OC Training:</b>	Late May - Early June (approximately 2 weeks, excluding Memorial Day). <i>More information provided in Spring 2023.</i>
<b>SOAR:</b>	<i>Dates to be determined, more information in Spring 2023.</i>
<b>August SOAR &amp; Gold Rush:</b>	<i>Dates to be determined, more information in Spring 2023.</i>
<b>Family Weekend</b>	<i>Dates to be determined, more information in Spring 2023.</i>
<b>Spring 2024 SOAR:</b>	<i>To be determined, more information in Summer 2023.</i>

*\*All dates are 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 Transition & Success Initiatives selects a group of 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 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 2022, Spring 2023, and Fall 2023 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 Transition & Success Initiatives 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. Must agree to all of the terms and conditions associated with the Orientation Counselor position (see pages 2–5).

## **Responsibilities**

### 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 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 2023 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 the 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

### A. Length of Position

The duration of this position is January 2023 through the first week of classes in January 2024.

### B. Training

Orientation Counselors (OCs) will be required to take a mandatory **COMM 3050** (Topics in Communication Studies) Course during the spring 2022 semester.

1. For the entire spring 2023 semester, COMM 3050 will be held every **Tuesday** and **Thursday**. *Details on time will be updated soon.* 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 synchronous class will take place in-person, on-campus.
  - 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. OCs will be required to attend a **weekly** in-person team meeting/training on every other **Tuesday from January 10 2023 to May 2, 2023** (no meeting during spring recess) from **5:30 – 7:30 p.m.**
3. OCs are required to attend the NODA Region VI Regional Conference (SROW) in spring 2023. This conference is March 10-12, 2023 at Florida A&M University, FL. All registration fees will be covered by Transition & Success Initiatives (TSI).
4. Summer Training will be held from late May to early June (approximately 2 weeks, excluding Memorial Day). *More information and exact dates provided in Spring 2023.*
5. OCs can expect for training on these days to be all day, from about 8 a.m. to 8 p.m.

### 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 the following:

- One-Day Session - Beginning as early as 6:00 a.m. and ending as late as 6:00 p.m.
- More information will be shared about session times closer to Summer 2023 after the SOAR schedule is finalized. OCs are required to be available for the full duration of the session.
1. **Transfer Orientations**: Approximately **10 one-day sessions** from June-August 2023 and **3 one-day sessions** in November/December 2023 and January 2024.
  2. **First-Year Orientations**: Approximately **14 one-day sessions** from June-August 2023 and **1 one-day session** in January 2024.
  3. **Additional Sessions**: Orientation Counselors will be required to work any SOAR sessions as they are deemed necessary by the Office of Transition & Success Initiative. Orientation Counselors are also required to work any SOAR sessions taking place in **August 2023, November/December 2023, and January 2024**. 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 courses during summer sessions due to the hours required of the Orientation Counselor position.

## G. Employment

1. Spring 2023: OCs will not be compensated for their work outside of class (Trainings, etc.) in Spring 2023.
2. Summer 2023: During Summer 2023, OCs are allowed to have off-campus employment, as long as it does not conflict with hours/responsibilities required in the OC role. Those with secondary off-campus employment should notify the Assistant Director of the position. OCs are encouraged to connect with the Assistant Director to discuss off-campus employment prior to accepting the position. Also, those with secondary employment will not be excused from SOAR responsibilities should conflict arise.
3. Gold Rush: No conflicting employment is allowed during **Gold Rush** events. Gold Rush will take place in August 2023. ***TSI is still determining the timing for Gold Rush, which will be proactively shared with OCs when that information is available.*** TSI staff will also work around academic schedules and commitments for these events.
4. Family Weekend: During **Family Weekend**, all OCs are required to work at least one shift. More information will be sent at a later date about family weekend responsibilities, and hours needed.
5. Spring 2023 SOAR: For SOAR sessions serving spring 2024 admits, **no additional conflicting employment is allowed on November/December and January sessions.** During other times, on and off-campus employment is allowed, but must not conflict with training or sessions. If employed on-campus, hours adjustments may be required and are the responsibility of the OC to work with their supervisor to ensure HR-required information/materials are acquired and submitted in a timely manner.

## H. Housing & Program Meals

Orientation Counselors will be provided housing and meals during summer 2023. Orientation Counselors must follow all specific policies related to on-campus living, which will be provided to student leaders from Housing and Residence Life.

## I. Remuneration/Payment

1. Spring 2023: OCs will not be paid for their time in class or in weekly training on Tuesdays.
2. Summer 2023: Each Orientation Counselor will be paid a **\$4000 stipend** (*less applicable taxes*) for their summer 2023 work and SOAR sessions in November 2023, December 2023, and January 2024, distributed equally across hours worked.
3. Fall 2023/Spring 2024: Orientation Counselors will receive part of their \$4000 total stipend for **November/December 2023 and January 2024 orientation dates.**
4. Payment Schedule: Payments will be distributed biweekly (only for weeks worked), according to UNC Charlotte's student employee payment schedule.
5. Reductions in Payment: 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. 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 at least two (2) uniform polos. 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 given to that individual by the Office of Transition & Success Initiative must be returned within 24 hours. All unreturned items will be deducted from the OC's final paycheck.

1. OCs will be required to have their own black shorts, pants, or skirt and close-toed shoes for any in-person events as an OC. Shorts or skirts are required to be fingertip length. All attire is at the discretion of the staff and OCs may be asked to change if they do not meet standards. More information will be provided prior to any in-person engagements.

## 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 Disaffiliation**

Orientation Counselors who are affiliated with a fraternity or sorority organization will be required to disaffiliate from approximately **June 1, 2023 to July 31, 2023** 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. ***Exact dates of disaffiliation will be determined in Spring 2023.***

**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 (if living on campus) 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 Transition & Success Initiatives, 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 Transition & Success Initiatives, may result in immediate termination from the Orientation Counselor position, in the sole and reasonable discretion of the Assistant Director, Associate Director, or Director of Transition & Success Initiatives.

Additionally, Orientation Counselors are responsible for being professional representatives of the UNC Charlotte community. During their contracted time, OCs are required to showcase appropriate behavior through virtual training, meetings, social media posts, etc.

**N. SOAR Student Coordinators and Graduate Assistants**

The SOAR Student Coordinators and Graduate Assistants/NODA Interns work with the Transition & Success Initiatives 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 2023-2024 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 during the academic year 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 Transition & Success Initiatives. I understand that violation of said agreement could result in a verbal warning, reduction in pay, or termination.

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(Signature)

(Date)

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(Print Name)