Gold Rush Student Coordinator Application 2022-2023
Application Deadline: Friday, November 4, 2022 by 11:59 p.m.
Interview Dates: November 14-16
Position Timeline: December 1, 2022 - December 2023

Gold Rush Student Coordinator Description

The Gold Rush Student Coordinator is a member of the Office of Transition & Success Initiatives. This position is committed to the planning, facilitation, and execution of the semesterly Gold Rush program and other Transition programs that are sponsored by the Transition & Success Initiatives Office and the university. The Gold Rush Student Coordinators (2 selected) will be the point people for the Gold Rush program as a whole, with duties that include planning Gold Rush, facilitating programs that are planned by campus departments and student organizations, organizing Gold Rush so that it runs smoothly and efficiently, hiring, training, and supervising a team of Gold Rush Leaders, and other tasks that go into the overall planning of the program. The Gold Rush Student Coordinator will also work alongside of the Director of Transition & Success Initiatives, Associate Directors, the Assistant Directors of Transition & Success Initiatives, the Program Coordinators of Transition & Success Initiatives, and the Student Programs Graduate Assistant for Transition & Success Initiatives to further develop the Gold Rush program. The Gold Rush Student Coordinator will be selected for the 2022-2023 calendar year and will work 20 hours/week in spring 2023 and fall 2023 semesters, 40 hours throughout summer 2023, and all of Gold Rush scheduled events at the beginning of spring semester 2023 and fall semester 2023.

The Gold Rush Student Coordinators are the primary student leaders overseeing the coordination, planning and development of Gold Rush. This position works closely with campus partners and TSI 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 which will consist of 8 Team Leaders. Reporting to the Assistant Director for Transition & Success Initiatives, Student Programs and Graduate Assistant for Student Programs, the Gold Rush Student Coordinators provide leadership, direction and vision for Gold Rush and create an engaging experience to kick off the academic year at UNC Charlotte. 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 Transition & Success Initiatives values of courage, equity, growth, and connection.

The Gold Rush Student Coordinators are highly involved in:

- Recruiting, interviewing, and selecting the Gold Rush Leadership Team
- Recruiting, interviewing, and selecting the 2023 Gold Rush Team Leaders
- Planning and facilitating the Gold Rush Program in both spring and fall
- Utilizing Google Sheets, Niner Destination, and other applications 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 Transition & Success Initiatives
- Selecting and ordering Gold Rush promotional items
- Managing the marketing and promotion of Gold Rush & other Transition programs
- Managing the social media account as appropriate IG: @clt_tsi
- Overseeing Gold Rush events where Gold Rush Leaders are managing events
- Supporting the Office of Transition & Success Initiatives 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

- Assist with coordination and implementation of new transition programs that arise
- Serving as a committed member to the Transition & Success Initiatives 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 Hire-a-Niner
2. Resume (PDF format)
3. Supplemental Questions (see instructions below)

Supplemental Questions:
Please answer the following question and submit with your completed application. To respond to these questions, submit the responses in one document (either pdf, docx, doc). Please make sure the document does not exceed 250 words in length. Save your document title as "Last Name – GRSC Supplemental Question" and submit the document to the application on Hire-a-Niner.

1. How would you describe your leadership style? Please provide an example.

All complete applications must be turned in on *Friday, November 4, 2019 by 11:59 p.m.* Only applicants who submit completed applications will be considered for this position.

Contact Information:
Questions regarding the Gold Rush Student Coordinator application process may be directed to Shayauna Newsom. (**snewsom8@uncc.edu**)

The Office of Transition & Success Initiatives, 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.