

## 2024 Orientation Counselor Position Description & Employment Agreement

**Position Timeline:** January 8, 2024 - January 2025

Important Dates*	
<b>OC Training:</b>	<i>May 28 - June 10, 2024</i>
<b>New Student Orientation:</b>	<i>To be determined, more information in Spring 2024.</i>
<b>August NSO:</b>	<i>To be determined, more information in Spring 2024.</i>
<b>Spring 2025 NSO:</b>	<i>To be determined, more information in Summer 2024.</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, Enrollment Programs & Communications (EPC) 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.

### Eligibility

To be eligible, each candidate must:

- A. Uphold [EPC’s values](#) of **Equity, Partnership, Impact, Courage**.
- 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 2023, Spring 2024, and Fall 2024 semesters**. Students must be enrolled in a minimum of 12 credit hours by May 10, 2024 for the Fall 2024 semester.
- 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 Enrollment Programs & Communications and Enrollment Management.
- 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. Demonstrates or possesses a willingness to learn 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 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, including covering required 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. Continue assisting with the transition to UNC Charlotte through staffing events and remaining connected to students in small groups throughout the Fall 2024 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 during NSO sessions and recruitment. More information regarding social media accounts will be given at summer training.
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, 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 2024 through the first week of classes in January 2025. Multiple conflicts with responsibilities and expectations as an OC may result in termination as determined by the Leadership Team.

### B. Training

Orientation Counselors (OCs) will be required to take a mandatory **COMM 3050** (Topics in Communication Studies) Course during the spring 2024 semester.

1. For the entire spring 2024 semester, COMM 3050 will be held every **Tuesday** and **Thursday** from **2:30 - 3:45 p.m.** 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 **Tuesday** from January 9, 2024 to May 7, 2024 (no Tuesday meeting during spring break week) from **5:00 – 7:30 p.m.**
3. OCs are required to attend the NODA Region VI Regional Conference (SROW) in spring 2024. This conference is March 7-10, 2024 at UNC Charlotte. All registration fees will be covered. OCs are required to attend and support the implementation of the conference as needed.
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 2024.* OCs can expect for training on these days to be all day, from about 8 a.m. to 7 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\**subject to change*

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 2024 after the NSO schedule is finalized. OCs are required to be available for the full duration of the session.
1. ***Transfer Orientations:*** Approximately **8 one-day sessions** from June-August 2024 and **3 one-day sessions** in November/December 2024 and January 2025.
  2. ***First-Year Orientations:*** Approximately **13 one-day sessions** from June-August 2024 and **1 one-day session** in January 2025.
  3. ***Additional Sessions:*** Orientation Counselors will be required to work any NSO sessions as they are deemed necessary by the professional staff. Orientation Counselors are also required to work any NSO sessions taking place in **August 2024, November/December 2024, and January 2025.** 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 2024: OCs will not be compensated for their work outside of class (Trainings, etc.) in Spring 2024.
2. Summer 2024: During Summer 2024, 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 NSO responsibilities should conflict arise. Additionally, OCs are not allowed to have on-campus employment outside of being an Orientation Counselor.
3. Spring 2025: For NSO sessions serving Spring 2025 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 during Summer 2024 and provided meals on training and program days. Orientation Counselors must follow all specific policies related to on-campus living, which will be provided to student leaders from Housing & Residence Life.

## I. Remuneration/Payment

1. Spring 2024: OCs will not be paid for their time in class or in weekly training on Tuesdays.
2. Each Orientation Counselor will be paid a \$4000 stipend (*less applicable taxes*) for their summer 2024 work and NSO sessions in December 2024, and January 2025, distributed equally across hours worked.
3. Payment Schedule: Payments will be distributed according to UNC Charlotte's student employee payment schedule.
4. 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 NSO-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 EPC 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. 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, 2024 to August 25, 2024** 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 shared in Spring 2024.**

**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 Enrollment Programs & Communications, 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 Enrollment Programs & Communications, 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 Enrollment Programs & Communications.

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 in-person and virtual training, meetings, social media posts, etc.

**N. Orientation Interns and Graduate Assistants**

The Orientation Interns and Graduate Assistants/NODA Interns work with the Enrollment Programs & Communications 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 2024-2025 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 Enrollment Programs & Communications. I understand that violation of said agreement could result in a verbal warning, reduction in pay, or termination.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)