OVERVIEW:
Do you love UNCG and want to pass that pride on to others? New Student Transitions and First Year Experience is currently looking for students to serve as a part of the 2019 Spartan Orientation Staff (SOS)! SOS members serve the University by helping to welcome and transition new students and their family members to UNCG. They serve as peer advisors and resources, as well as role models, for program participants. These programs include: SOAR Orientation, Rawkin’ Welcome Week, and NAV1GATE: New Student Convocation (to name a few). SOS members must be flexible and always ready and willing to make decisions, accept new tasks, or take on additional responsibilities. Being an SOS requires a total “team” effort.

ROLE DESCRIPTION:
• Assist Director, Associate Directors, Assistant Director, Business & Technology Manager, Coordinators, Graduate Assistants, NODA Intern, and other staff.
• Acquaint new students and their families with the mission, goals, policies, procedures, and resources available at The University of North Carolina at Greensboro (UNCG).
• Review academic rules and regulations, scholarship requirements, registration and enrollment procedures, and how to use appropriate campus resources.
• Assist new students in making a personal and academic adjustment to UNCG by providing information, advice, and guidance intended to encourage individual responsibility with an emphasis on learning.
• Assist individual colleges and schools by helping new students develop the skills necessary to establish a class schedule, while following specific academic standards and policies.
• Promote and model a balanced lifestyle, emphasizing academic achievement, personal development, and involvement in cocurricular learning all while completing a sanction and meeting all given deadlines and expectations.
• Model appropriate behavior and dress at all times, both within and beyond SOS duty.
• Represent the University and its many campus organizations and offices in a positive and unbiased manner, regardless of personal affiliation or opinion.
• Share methods (informally and through workshop presentations) for maintaining motivation and interest necessary for academic achievement and resolving potential conflicts between course requirements and lifestyle choices. Discuss personal experiences in solving conflicts (e.g., parental pressures, performance anxiety, substance abuse, career and major indecision).
• Foster a positive transition to campus life for new students and their families by reducing feelings of anxiety and self-doubt through creating a comfortable atmosphere that facilitates an open exchange of information.
• Meet all requirements outlined in terms of employment, including working all assigned hours throughout the year.
• Maintain and keep all information disclosed and used in the office of New Student Transitions & First Year Experience strictly confidential. Failure to maintain confidentiality may result in disciplinary action including, but not limited to, termination of employment. Each SOS member must sign the attached FERPA statement, which is incorporated herein by reference as if fully.
• If you should be brought through the HRL or Dean of Students process for any violation after December (Contract Signing), you are required to notify New Student Transitions & First Year Experience immediately.
QUALIFICATIONS:

- Be committed to fulfilling NST & FYE mission and vision
- Demonstrate a commitment to UNCG and a willingness to serve others.
- Exhibit qualities of a student leader: reliable, responsible, confident, flexible, positive attitude, strong work ethic, teamwork, strong communication and interpersonal skills, problem solver, takes initiative, and able to manage conflict.
- Each candidate must be a full-time UNCG undergraduate student and have completed 12 credit hours at UNCG by January of the year you are a Spartan Orientation Staff leader.
- Maintain a 2.75 minimum cumulative GPA, be in good academic standing with the University, and uphold the University standards of conduct. No student may hold the position while on academic or disciplinary probation as defined by the Student Code of Conduct.

TIME COMMITMENT:

Fall 2018:

SOS Contract Signing (November 29, 2018)

Spring 2019:

Spring Training—Wednesdays from 6:30 PM-8:30 PM (January 10, 2018-April 18, 2018)
Attend Southern Region Orientation Workshop (SROW) at the Coastal Carolina University in Conway, SC (March 15, 2019-March 17, 2019)
*Leading up to SROW there will be some Sunday commitments*

Summer 2019:

June SOAR Sessions (May 31, 2019-June 30, 2018)

Fall 2019:

August SOAR (August 2019)
NAV1GATE, Rawkin’ Welcome Week, and SPARTAN Spears (August 2019)

Spring 2020:

January SOAR (January 2020)

Please note: This is not a comprehensive list. SOS will also be expected to assist with various events through Undergraduate Admissions as well as UNCG Athletics. Because of scheduling demands, SOS are not able to enroll in Summer Term classes or hold a second job during June SOAR. SOS are also required to disaffiliate from their organizations during the summer.

COMPENSATION:

SOS will receive the following compensation:

- A stipend of $1,452 paid out in three installments over between May and July
- Hourly pay at a rate of $7.25 for the August SOAR 2019, NAV1GATE: New Student Convocation, Rawkin’ Welcome Week/NAV1GATE, and January SOAR 2020.
- SOAR Uniform
- SOS will also receive the following benefits:
  - On-campus housing from the start of May Training through the end of SOAR (exact move-in and move-out dates will be provided closer to the date)
  - Select meals during training
  - Meals during the SOAR Program
    - Two-Day Program Meals:
      - Day 1: Lunch, Dinner
      - Day 2: Breakfast, Lunch
One-Day Programs: Lunch
- A discounted membership to the Kaplan Center during the summer
- Access to Student Health Services

**Application Process:**
- Submit the online application form including the short answer questions by 11:59 PM on Wednesday, October 31st. The application form can be found at [https://app.joinhandshake.com/jobs/2000431](https://app.joinhandshake.com/jobs/2000431) *You will need to create an account to apply*
- After applications receive preliminary review, candidates will be contacted about scheduling a group interview. Group interviews will take place November 6 and 7, 2018.
- Following group interviews, candidates will be notified about whether or not they will be advancing to the individual interviews. Second round interviews will take place November 12 - 16, 2018.
- Final selection decisions will be sent out no later than November 20, 2018. All candidates selected for the Spartan Orientation Staff will be invited to the SOS Contract Signing Celebration on Thursday, November 29, 2018.

**Learn More:**
If you’d like to learn more about the SOS Position, visit us while we are tabling or come to an interest session!

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If you have any questions about the Spartan Orientation Staff position, please contact Ally DeLucia at amdeluci@uncg.edu or via phone at 336.334.3492.