Office of New Student Services
Student Leadership Council Employment Packet
2017-2018
About New Student Services

Mission
The Office of New Student Services strives to assist new students and their families in making a successful academic and social transition to the university setting by providing useful, accurate, and timely information that focuses on the resources the university offers as well as a complete understanding of the factors that impact student success. In order to achieve our primary goal of assisting first-year and transfer students in making a successful transition, the Office of New Student Services utilizes a theoretical orientation and transitional program that focuses specifically on college student development while incorporating best practices and research findings in the fields of orientation, transition, retention, and academic success.

Vision
New Student Services is the essential resource for the delivery of orientation, transition, retention and family programs, services, and information to all students and other members of the university community.

Core Values
- Student Success: Dedicated to the success of each individual
- Building Community: Celebrating diversity, encouraging responsibility and creating a sense of belonging
- Collaboration: Strengthening our work by building internal and external relationships
- Leadership: Developing the leader within each of us
- Commitment to Excellence: Pursuing our work with professionalism, innovation, scholarship, and integrity

What is New Student Services Student Leadership Council (SLC)?
New Student Services SLC are student leaders dedicated to the university and its constituents with a direct focus on the transition of new students on their path of Eagle Excellence. Leaders will facilitate numerous orientation, transition, retention and family programs. We are currently seeking enthusiastic and energetic applicants for the following positions:
− Student Coordinators (2)
− SOAR Team Leaders (2)
− SOAR Leaders (23)

Terms and Conditions of Employment

Applicants must:
• Be a continuing, not graduating student
• Be returning, full-time students for the 2017 fall semester
• Be a full time student during the entire duration of contract

TRAINING
Student Leaders must be present and on time without exception for all scheduled training sessions and work assignments. During the training period, employees will have time off as assigned. Additionally, SOAR Leaders will be expected to attend ALL team meetings as designated.

SOAR
Throughout the Summer SOAR season, SOAR Leaders will be expected to work full days on Monday-Friday. SOAR Leaders are required to attend all debriefing sessions and remain on call unless otherwise notified by their Team Leader or NSS Management Team.

HOUSING
SOAR Staff will reside on campus during training and Summer SOAR sessions.

SUMMER EMPLOYMENT/ SUMMER SCHOOL
Employees may not commit to any other compensatory or non-compensatory engagements that would interfere with their work during the SOAR work period. Employees are not permitted to enroll in summer classes unless it is an online course if you are applying for SOAR Leader, or Team Leader.

Time Commitment

*all of the listed dates are mandatory

SROW Practice:
Tuesdays 5:30-7:00 January 16-March 7, 2017
Saturday-Wednesday, March 4-8, 2017

SROW Conference:
Thursday-Sunday, March 9-12, 2017

SOAR Leadership Seminar:
Thursdays 3:30-5:30 January 19-April 27, 2017

Spring SOAR Dates:
Thursday, December 7, 2017
Thursday & Friday, January 4-5, 2018

Training Dates:
Thursday-Tuesday, June 1-13, 2017

Summer SOAR Dates:
Tuesday, May 16, 2017
Wednesday, May 17, 2017
Tuesday, June 13, 2017
Wednesday-Thursday, June 14-15, 2017
Tuesday, June 20, 2017
Wednesday-Thursday, June 21-22, 2017
Tuesday, July 11, 2017
Wednesday-Thursday, July 12-13, 2017
Wednesday-Thursday, July 19-20, 2017
Tuesday, July 25, 2017
Wednesday-Thursday, July 26-27, 2017
Monday, August 7, 2017
Transition Programs:  
Monday-Thursday, January 8-12, 2017  
Friday-Sunday, February 3-5, 2017  
Thursday-Sunday, August 10-13, 2017

Application Timeline

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
<th>TIME / LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1st &amp; 3rd, 2016</td>
<td>Information Session</td>
<td>10:40am Break Student Union 144</td>
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<tr>
<td>November 4, 2016</td>
<td>Application goes live</td>
<td>12:00 a.m.</td>
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<tr>
<td>November 5, 2016</td>
<td>Information Session</td>
<td>5:30pm Student Union 144</td>
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<tr>
<td>November 11, 2016</td>
<td>Applications Due</td>
<td>11:59 am</td>
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<tr>
<td>November 14-15, 2016</td>
<td>Applications are under review</td>
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<tr>
<td>November 16-18, 2016</td>
<td>Interviews will be held</td>
<td>3pm-5pm</td>
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<tr>
<td>November 21, 2016</td>
<td>Application Notification</td>
<td>New Student Services Social Media and/or personalized email</td>
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Minimum Qualifications

Student Coordinator
- 2.7 Cumulative GPA (80% course completion rate)
- Good Disciplinary Standing
- Sophomore or Junior (30-92 hours)*
- Must have previous SOAR Leader experience

OL Team Leader
- 2.7 Cumulative GPA (80% course completion rate)
- Good Disciplinary Standing
- Sophomore or Junior (30-92 hours)*
- Must have previous SOAR Leader experience

SOAR Leader
- 2.7 Cumulative GPA (80% course completion rate)
- Good Disciplinary Standing
- Sophomore or Junior (30-92 hours)*
- No previous experience required

*indicated requirements at the time of application, number of credit hours completed and earned (in addition to grade point average) will be re-evaluated at end of each semester during time of employment.

Compensation and Benefits
- Monthly stipend, subject to required payroll deductions.
  - SOAR Leader - $1,780.00
  - SOAR Team Leader - $1,978.00
- Student Coordinator - $1,978.00
- Double occupancy-housing in during summer SOAR sessions.
- Uniform
- Parking privileges in the Nelson Parking lot (New Student Services will not be held responsible for any tickets acquired if parking outside of the Nelson Street Parking lot)

How to Apply

Students interested in applying should complete an application online at [www.nccu.edu/firstyear/studentstaff.cfm](http://www.nccu.edu/firstyear/studentstaff.cfm) as well as turn in the following to AE Student Union G-37 no later than the times specified above.

- A headshot (shoulders up) photo of yourself, no selfies.
- Resume
- Two Letters of Recommendation, 1 from NCCU Faculty & 1 from NCCU staff (document provided)

Interviewing Tips

Tip #1
Think of answers to the following sample interview questions:
• What qualities make a good leader?
• If a parent were to ask you if campus was safe, what would you say?

Tip #2
Be sure of the time and place of your interview. Arrive a few minutes early, but do not interrupt the interview in progress.

Tip #3
Greet everyone when you enter the room.

Tip #4
When answering questions, be sure to make eye contact with everyone in the room, not just the person who asked the question.

Tip #5
Don't be distracted if the interviewers take notes during your interview.

Tip #6
Be clear, articulate, and honest when answering questions.

Tip #7
Be prepared with questions to ask at the end of the interview. Appropriate questions include:
• What is the next step in the hiring process?
• What does training typically consist of?
Frequently Asked Questions

What is SOAR?
SOAR is designed to help entering students and their families acclimate to North Carolina Central University (NCCU). The goals of SOAR are:

- to introduce entering undergraduate students to the opportunities and responsibilities of academic life at NCCU
- to integrate entering students into life at NCCU by connecting them to other students, faculty and administrators and by familiarizing them with available resources
- to help students learn how to maintain their personal health and wellness
- to familiarize the parents of new students with the NCCU experience

Why should I be involved with New Student Services SLC?
Being a part of the New Student SLC team not only enhances leadership, but also communication, customer service, networking, conflict management, human relations, and public relation skills. You are afforded an opportunity to become even more knowledgeable about North Carolina Central University and to work with a team who has school spirit and a commitment to assisting students and families in their successful transition to our university.

Where will I live during SOAR?
SOAR Leaders, SOAR Team Leaders and Student Coordinators will be provided residence on campus during the summer training and SOAR sessions. Accommodations will be available from June 2, 2017 to August 11, 2017. Student leaders are expected to uphold all university and residence hall policies while living in the residence hall.

Can I take summer classes and still work as a team lead or SOAR leader?
No, you are not to be enrolled in summer classes unless it is an online only course that will not interfere with training and SOAR sessions and your ability to serve as an effective leader.

How many Student Leaders will be hired?
We will be hiring a total of 2 Student Coordinators, 2 Team Leaders, and 23 SOAR Leaders.

Are previously employed SOAR Leaders required to reapply?
Yes, any student interested in being considered for employment on the 2017-2018 SLC is required to complete the application and interview process in full.