About New Student & Family Programs

Mission
The Office of New Student & Family Programs 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 & Family Programs 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 & Family Programs 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

New Student & Family Programs Management Team

Ferrelli McGilvary
Director

Kelsey McRae
Assistant Director
What is New Student & Family Programs Student Leadership Council (SLC)?

New Student & Family Programs 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 (4)
- SOAR Leaders (23)

Terms and Conditions of Employment

Applicants must:

- Be a continuing, not graduating student
- Be returning, full-time students for the 2018 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 New Student & Family Programs 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 Student Coordinator.
Time Commitment

*All of the listed dates are mandatory

**SROW Practice:**
Sunday – Wednesday March 11 – 14, 2018

**SROW Conference:**
Thursday-Sunday, March 15-18, 2018

**SOAR Leadership Seminar:**
Thursday, January 11, 2018– March 29, 2018

**Spring SOAR Dates:**
Thursday, December 6, 2018
Thursday & Friday, January 3-4, 2019

**Training Dates:**
TBD-Pending Summer Move-in Approval

**Summer SOAR Dates:**
Tuesday-Wednesday, May 15-16, 2018
Tuesday, June 12, 2018
Wednesday-Thursday, June 13-14, 2018
Tuesday, June 19, 2018
Wednesday-Thursday, June 20-21, 2018
Tuesday, July 10, 2018
Wednesday-Thursday, July 11-12, 2018
Wednesday-Thursday, July 18-19, 2018
Tuesday, July 24, 2018
Wednesday-Thursday, July 25-26, 2018
Monday, August 6, 2018

**Transition Programs:**
Pending Academic Calendar

Application Timeline

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
<th>TIME/LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 31 &amp; November 2</td>
<td>Information Session</td>
<td>10:40am Break Student Union 146</td>
</tr>
<tr>
<td>November 1, 2017</td>
<td>Information Session</td>
<td>5:00pm – 6:00pm Student Union 146</td>
</tr>
<tr>
<td>November 3, 2017</td>
<td>Application goes live</td>
<td>12:00am</td>
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<tr>
<td>November 10, 2017</td>
<td><strong>Applications Due</strong></td>
<td>12:00 pm</td>
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<tr>
<td>November 14-15, 2017</td>
<td>Applications are under review</td>
<td></td>
</tr>
<tr>
<td>November 17, 2017</td>
<td>Coordinator Interviews</td>
<td>10am – 12pm</td>
</tr>
<tr>
<td>November 17-18, 2017</td>
<td>SLC Interviews</td>
<td>9am-3pm</td>
</tr>
<tr>
<td>November 20, 2017</td>
<td>Application Notification</td>
<td>Posted on Social Media and sent a 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

**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 - $1,200.00
  - Student Coordinator - $1,500.00
- 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/newstudents/studentstaff.cfm](http://www.nccu.edu/newstudents/studentstaff.cfm) as well as turn in the following to AE Student Union G-30 by noon on Friday, November 10, 2017.
- A headshot (shoulders up) photo of yourself, no selfies.
- Resume
- Three Letters of Recommendation from NCCU Faculty or NCCU staff (document provided)
- Hard copy of your short answer prompt (prompt provided)
- Type focus Results from Career Services

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 & Family Programs SLC?

Being a part of the New Student & Family Programs 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 and Student Coordinators will be provided residence on campus during the summer training and SOAR sessions. 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 Student Coordinator 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 4 Student Coordinators and 23 SOAR Leaders.
Are previously employed SOAR Leaders required to reapply?

Yes, any student interested in being considered for employment on the 2018-2019 SLC is required to complete the application and interview process in full.