

Job Opportunities

Every semester, we hire students across departments. Read the job descriptions below to see which jobs might fit your skillset and career aspirations, and check back often for announcements regarding open application periods. Full descriptions are available as downloadable pdfs at the bottom of the page.

Administration & Finance

Carolina Union Administration Office Assistant

Under the supervision of the Executive Assistant and Carolina Union Director, the Office Assistant role supports the Administration Office of the Carolina Union. The Office Assistant provides clerical oversight, office support and guidance to customers, while supporting departmental programs, and working on special projects. Students must be able to work within regularly scheduled office hours (8:00am-5:00pm) during all Summer Sessions, 15-20hrs a week.

Business Office Lead

The Carolina Union Business Office supports student organizations and departments within the Union by providing outstanding financial services at a high level of integrity, honesty, and professional ethics. The Office Lead will provide support for administrative and special projects, ensuring assigned tasks are completed by providing guidance to team members. This position will also provide customer service to internal and external stakeholders.

Business Office Assistant

The Carolina Union Business Office supports student organizations and departments within the Union by providing outstanding financial services at a high level of integrity, honesty, and professional ethics. The Office Assistant will provide administrative and special project support to the Business Office. This position will also provide customer service to internal and external stakeholders.

Communication & Creative Services

Design Assistant

Design Assistants in Communications & Creative Services (CCS) use their creativity and technical design abilities to create promotional materials for internal Union clients, as well as external clients including student organizations, Student Affairs and other University departments. Design Assistants develop a wide variety of materials and must be able to collaborate as part of a team as well as work independently in a fast-paced, deadline-driven environment.

Communications Assistant

Communications Assistants in Communications & Creative Services (CCS) work directly with full-time CCS staff to create and implement innovative marketing strategies for the Carolina Union. They assist with drafting proposals, distributing information and materials, evaluating marketing initiatives, creating content, and managing the Union's social media efforts. All tasks will require strong writing, creative problem solving, and time management skills.

Photography Assistant

Photography Assistants in Communications & Creative Services (CCS) use their creativity, technical, and editing abilities to provide photography needs for CCS, Union departments, student organizations and other Student Affairs and University clients. They must be able to collaborate as part of a team as well as work independently in a fast-paced, deadline-driven environment.

Videography Assistant

Videography Assistants in Communications & Creative Services (CCS) use their creativity, technical and editing abilities to provide photography needs for CCS, Union departments, student organizations and other Student Affairs and University clients. They must be able to collaborate as part of a team as well as work independently in a fast-paced, deadline-driven environment.

Special Projects Assistant

The Special Projects Assistant in Communications & Creative Services (CCS) uses their attention-to-detail, organizational skills, and critical thinking abilities to provide assistance for special projects within CCS. They must be able to collaborate as part of a team as well as work independently in a fast-paced, deadline-driven environment.

Event Services: Reservations

Reservations Assistant

Reservation Assistant works under the direct supervision of the Reservation Managers, a team responsible for the reservation and booking process for over 22,000 reservations annually. The Reservation Assistant facilitates and assists the Reservations team by processing event/meeting requests and providing excellent customer service to student organizations, University departments, and non-affiliated groups.

Reservations Coordinator

Reservation Coordinator works under the direct supervision of the Reservation Managers, a team responsible for the reservation and booking process for over 22,000 reservations annually. The Reservation Coordinator facilitates and assists the Reservations team by processing event/meeting requests and providing excellent customer service to student organizations, University departments, and non-affiliated groups. This position assists in the guiding of Reservation Assistants.

Reservations Lead

In this lead role, the Reservation Lead works under the direct supervision of the Reservation Managers, a team responsible for the reservation and booking process for over 22,000 reservations annually. This position facilitates and assists the Reservations team by processing event/meeting requests and providing excellent customer service to student organizations, University departments, and non-affiliated groups. This position trains and serves as a mentor and guide for the Reservation Coordinators and Reservation Assistants.

Event Services: Audio Visual Support

Audio Visual Assistant

Audio Visual (AV) Assistant will use creativity and communication to work with clients to provide extraordinary lighting, sound, and video services for events within and outside of

the Carolina Union.

Audio Visual Coordinator

Audio Visual (AV) Assistant will use creativity and communication to work with clients to provide extraordinary lighting, sound, and video services for events within and outside of the Carolina Union.

Audio Visual Lead

Audio Visual (AV) Assistant will use creativity and communication to work with clients to provide extraordinary lighting, sound, and video services for events within and outside of the Carolina Union. This person will mentor and guide AV team members.

Event Services: Admissions & Guest Services

Box Office Coordinator

Box Office Coordinator provides customized ticketing support for programs hosted by both student organizations and UNC departments in the Carolina Union and across campus. This includes meeting with clients, collaborating with the Reservations Office, ensuring prompt and accurate ticket sales, processing cash and credit card transactions, managing and reconciling a personal cash drawer, supporting off-site and after-hours events with ticketing and being knowledgeable about Box Office policies and procedures.

Box Office Lead

Box Office Lead oversees customized ticketing support for programs hosted by both student organizations and UNC departments in the Carolina Union and across campus. This includes meeting with clients, collaborating with the Reservations Office, ensuring: prompt and accurate ticket sales, processing of cash and credit card transactions, managing and reconciling a personal cash drawer, leading off-site and after-hours events with ticketing and being knowledgeable about Box Office policies and procedures.

Guest Relations Assistant

Guest Relations Assistant serves as the first point of contact for internal and external stakeholders. This position provides a welcoming environment to the guests of the Carolina Union (CU). This includes providing administrative services such as client interfacing, event assistance, and handling phone/in-person inquiries from visitors of the

CU. This position receives client feedback and ensures it is addressed by the appropriate areas within the CU.

Guest Relations Coordinator

Guest Relations Coordinators ensures a positive experience for internal and external stakeholders by providing a welcoming environment to the guests of the Carolina Union (CU). This position provides administrative services support to the Guest Relations Assistant, including client interfacing, event assistance, and handling phone/in-person inquiries from visitors of the CU. This position ensures client feedback is received and addressed by the appropriate areas within the CU.

Guest Relations Lead

Guest Relations Lead ensures a positive experience for internal and external stakeholders by providing a welcoming environment to the guests of the Carolina Union (CU). This position provides administrative services support to the Guest Relations team, including client interfacing, event assistance, and handling phone/in-person inquiries from visitors of the CU. This position ensures client feedback is received and addressed by the appropriate areas within the CU. The Guest Relations Lead also leads projects to improve processes and the client experience.

Event Services: Facilities Management

Housekeeping Assistant

Work under the direct supervision of the Housekeeping Manager at the Carolina Union to assist in maintaining the day-to-day upkeep of the facility. The housekeeping tasks include but are not limited to, glass cleaning, vacuuming, sweeping. This position ensures that cleanliness issues are brought to the attention of the Housekeeping manager.

Housekeeping Coordinator

Housekeeping Coordinator will work under the direct supervision of the Housekeeping Manager at the Carolina Union to assist in maintaining the day-to-day routine upkeep of the facility. The housekeeping tasks include but are not limited to, glass cleaning, vacuuming, sweeping. This position ensures that cleanliness issues are brought to the attention of the Housekeeping Manager. This staff member coordinates and assists in the training of housekeeping student staff and serve as a resource for new and returning team members.

Housekeeping Lead

Housekeeping Lead will work under the direct supervision of the Housekeeping Manager at the Carolina Union to assist in maintaining the day-to-day routine upkeep of the facility. The housekeeping tasks include but are not limited to, glass cleaning, vacuuming, sweeping. This position ensures that cleanliness issues are brought to the attention of the Housekeeping Manager. This staff member coordinates and assists in the training of housekeeping student staff and serve as a resource for all housekeeping team members. Additionally this position supports the operation of the housekeeping team by scheduling staff members.

Building Maintenance Assistant

Maintenance Assistant will work under the direct supervision of the Maintenance Supervisor at the Carolina Union to assist in maintaining the ongoing upkeep of the Carolina Union facility. The maintenance tasks include but are not limited to, painting, carpentry, changing light bulbs, and basic wall repair. This position ensures that maintenance issues are brought to the attention of the Maintenance Supervisor and assists in the creation of the plan to remedy the issue.

Painting Assistant

Painting Assistant will work under the direct supervision of the Painter/Carpenter at the Carolina Union to assist in maintaining the Carolina Union facility. The position will learn and conduct painting throughout the facility. This position ensures that maintenance issues are brought to the attention of the Maintenance Supervisor and/or Painter/Carpenter and assists in the creation of the plan to remedy the issue.

Event Services: Operations

Operations Assistant

Acting as a steward of the Carolina Union, the Operations Assistant ensures the facility is operating under safe conditions including events that occur in the facilities and for the building's guests. This position supports the team by assisting in the set-up and tear-down of events/meetings and provide a high quality of customer service for meetings and events in the FPG Student Union while working effectively in a team environment.

Operations Coordinator

Acting as a steward of the Carolina Union, the Operations Coordinator ensures the facility is operating under safe conditions including events that occur in the facilities and

for the building's guests. This position supports the team by coordinating the set-up and tear-down of events/meetings and provide a high quality of customer service for meetings and events in the FPG Student Union while working effectively in a team environment. This position serves as a resource for Operations Assistants.

Operations Lead

Acting as a steward of the Carolina Union, the Operations Lead ensures the facility is operating under safe conditions including events that occur in the facilities and for the building's guests. Operations Leads support the team by leading the set-up and tear-down of events/meetings and provide a high quality of customer service for meetings and events in the FPG Student Union while working effectively in a team environment. This position serves as a mentor and guide for Operations team members and creates and implements weekly staffing schedules.

Fraternity & Sorority Life

Office Assistant

The Student Assistant will provide administrative support within the Office of Fraternity and Sorority Life. Must be able to work flexibly and develop a positive office environment through cooperation and collaboration. The student will receive uniforms and will be able to participate in employment developing activities at the Carolina Union.

Student Life & Leadership

Data Analytics Coordinator

The Data Analytics Coordinator for Student Life & Leadership in the Carolina Union plays an integral role in the assessment and co-curricular development efforts of the organization. This position will assist in co-curricular assessment of programs offered by the Union; and support the co-construction of strategic plans and measurable goals as they pertain to the continued development of existing and new programs.

Diversity Outreach Coordinator

The Student Life and Leadership Diversity Outreach Coordinator is responsible for implementing and supporting multiple campus cultural organizations events and programs. The Diversity Coordinator will develop and establish relationships across campus to build rapport and create participation from the student population. This role reports to the Student Activities Program Coordinator.

Heel Life Coordinator

Under the supervision of the Student Organizations Program and Graduate Coordinator, the Heel Life Coordinator supports the Office of Student Life and Leadership and all university affiliated student organizations. This position will aid student organizations in the utilization of University resources as well as empower students in their provision of services, programs, and activities that enhance the academic experience, extend learning, and build community here at Carolina. This position has the opportunity to provide guidance to all students, student organizations, and campus departments on how to utilize the Heel Life website. This person will actively support the annual registration process. Additionally, the Heel Life Coordinator will be trained to lead workshops on leadership development, planning programs and events, and marketing resources available through Heel Life.

Late Night Social Media Coordinator

The Social Media Coordinator for Carolina After Dark is responsible for maintaining and enhancing the online presence of Carolina After Dark. You will be responsible for developing promotion strategy, creating content including design of marketing materials, a weekly email newsletter, and day to day management of a Facebook page to maximize the follower base and inform students of late-night programs at UNC. This position works directly with Student Life & Leadership, Wellness, and the Campus & Community Coalition

Leadership Program Coordinator

Under the supervision of the Leadership Development Program Coordinator, the Student Leadership Coordinator position supports the office of Student Life & Leadership to further the mission of leadership development campus wide. The Student Leadership Coordinator plans events, provides guidance to students, and supports departments programs.

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Under the supervision of the Leadership Development Program Coordinator, the Student Leadership Coordinator position supports the office of Student Life & Leadership to further the mission of leadership development campus wide. The Student

Leadership Coordinator plans events, provides guidance to students, and supports departments programs.

Student Life & Leadership Office Assistant

Under the supervision of the Student Activities Program Coordinator, the Student Life & Leadership (SLL) Office Assistant position supports the Office of Student Life and Leadership to further the mission of the Student Life & Leadership, the Carolina Union Activities Board, The Graduate and Professional Student Government and the Undergraduate Student Government. The Office Assistants provide administrative support, programmatic support, project design, guidance to students, customer service-oriented work, and special projects.

Office Assistant Lead

Under the supervisor of the Student Activities Program Coordinator, the SLL Office Assistant Lead provides clerical oversight, office support, student staff support, and works on special projects as needed. This role will include Office Assistant scheduling, one on one meetings with staff, project management for SLL Student Government and CUAB, and working with the professional staff of SLL on project management/special tasks.

Professional Development Coordinator

The Professional Development Coordinator for Student Life & Leadership in the Carolina Union plays an integral role in the co-curricular development efforts of the organization. This position will assist in all aspects of student employment in the Carolina Union, including but not limited to: marketing and recruitment, training and on-boarding, performance evaluations, professional development, database management, and more.

Social Media Coordinator

The Social Media Coordinator for Student Life & Leadership is responsible for maintaining and enhancing the online presence of the Carolina Union. You will be responsible for developing promotion strategy, creating content, and the day to day management of various social media platforms, to maximize the follower base, inform students of events, programs, and important information.

Spark Leadership Coordinator

Under the supervision of the Leadership Development Program Coordinator, the Student Leadership Coordinator supports the Office of Student Life and Leadership to further the mission of the SPARK program. The Student Leadership Coordinator

supports departmental programs, works on special projects, and provides leadership to the SPARK Program.

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