

Job Opportunities

Every semester, we hire students across all of our 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.

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. This is a Summer Position only, but if additional hiring is needed in the Fall Semester, the Summer Assistant would be elected first, depending on an excellent post-summer evaluation.

Student Office Assistant

Under the supervision of the Cash & Payroll Manager, the Office Assistant role supports the Student Activities Fund Office of the Carolina Union. The SAFO Office Assistant provides clerical oversight, office support; financial programs support and works on special projects as needed. Office Assistant will be customer-facing and interact with clients of the SAFO office regularly. Students must be able to work regularly scheduled office hours (8:00am-5:00pm) and evening and weekend hours as needed.

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 fastpaced, 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 fastpaced, 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

Event Host

The Event Host will primarily act as a host and customer liaison for University-level and Non-affiliate level events and meetings. The Event Host is an organized, detail-oriented team player that ensures the successful execution of these events across campus. The Event Host will work with members of Admissions and Guest Services and Audio-Visual Services to ensure that the customer's needs are met in an exceptional fashion.

Event Services: Audio Visual Support

Audio Visual Technician

Audio Visual (AV) Technicians in Events Services (ES) 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 Technicians gain knowledge of setup, operation, and problem solving in all areas of Audio Visual service. AV Technicians must be

able to work both independently and collaboratively with individuals ranging from fellow student employees to high-profile visitors, to come up with creative solutions, and to make decisions in time-sensitive situations.

Event Services: Admissions & Guest Services

Box Office Assistant

Box Office assistants provide customized ticketing support for programs hosted by both student organizations and UNC departments in the Carolina Union and across campus.

Event Services: Facilities Management

Housekeeping Assistant

Work under direct supervisor of the Housekeeping Manager at the Carolina Union to assist in the day- to- day routine upkeep of the facility. In addition, the staffer is encouraged to view this position as a training program for advancement to a Supervisor position.

Building Maintenance Assistant

Work under the direct supervision of the Building Maintenance Tech at the Carolina Union to assist in maintaining the day-to-day routine upkeep of the Carolina Union facility. In addition, this staffer is encouraged to view position as a training program for advancement to a Supervisor position. Attendance at scheduled staff meetings and training sessions is required. Must be available nights and weekends.

Event Services: Operations

Operations Assistant

Operations assistants set up, breakdown, and provide a high quality of customer service for meetings and events in the FPG Student Union while working effectively in a team environment. Acting as professional stewards of the FPG Student Union, Operations Assistants ensure the facility is operating under normal and safe conditions in respect to both the events that occur in the facilities, as well as the building's general occupancy.

Fraternity & Sorority Life

Office Assistant

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.

Student Life & Leadership

Assessment & Development Student Coordinator

The Assessment & Development Student 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 evaluating co-curricular programs offered by the Union and co-constructing reports on strategic planning and measurable goal setting as it pertains to the continued development of our existing and new programs.

Heel Life Coordinator

Under the supervision of the Student Organizations Program Coordinator, the Student Organizations Coordinator supports the Office of Student Life and Leadership as it works with all student organizations to facilitate their use of University resources and to empower students in their provision of services, programs, and activities that enhance the academic experience, extend learning, and build community here at Carolina. The Coordinator utilizes the Student Life portal, provides guidance to student organizations, serves as an involvement coach for individual students, and works on special projects. Students must be able to work within regularly scheduled office hours (9:00am-6:00pm) and evening and weekend hours as needed.

Leadership Program Coordinator

Under the supervision of the Co-Curricular Leadership Development Program Coordinator, the Leadership Program Coordinator position supports the office of Student Life and Leadership to further the mission of the Office of Student Life & Leadership. The 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. Hours 9:00am-6:00pm.

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