

Heel Life Coordinator

Student Life & Leadership



<p>Job Description</p>	<p>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.</p>
<p>Specific Duties & Responsibilities</p>	<ul style="list-style-type: none"> • Advertise and market the Heel Life site using online and print formats • Host trainings and develop materials to assist University departments and registered student organizations to better utilize Heel Life and Carolina Excellence (CE) • Serve as an expert on the Heel Life site by reviewing student org registrations, events, and other key features of the site • Implement outreach strategies to all students to encourage intentional co-curricular tracking through the Co-Curricular Transcript (CCT) • Perform audits of Heel Life pages to ensure information is current and provide recommendations to organizations on how to maximize use of the site • Assist in the planning, facilitation, and evaluation of leadership development and campus-wide programming (e.g. Officer Orientation Sessions, Transition Dinner, Involvement Fairs, etc.) • Navigate university policies and procedures to enhance student organizations efforts • Other duties and special projects as assigned
<p>Requirements & Qualifications</p>	<p>Required:</p> <ul style="list-style-type: none"> • Combination of formal training and work experience • Demonstrated management and organizational skills • Demonstrated ability to relate successfully with students representing diverse backgrounds and interests • Demonstrated ability to make fast, intelligent decisions based on established policies, with ability to make appropriate adjustments as situations arise or change • Demonstrated knowledge and skills with computer applications such as student organization management software • Proficient in the use of Microsoft Word and Outlook <p>Preferred:</p> <ul style="list-style-type: none"> • Experience in college and/or university setting • Work experience in a college union highly desirable • Knowledge of Carolina Union guidelines and procedures

Learning Goals & Competency Development	<p>As a result of employment in this position, students will:</p> <ul style="list-style-type: none"> • Make decisions based on information necessary for addressing an issue or task • Interpret student organization data to inform best practices with students utilizing a large management database of student organizations • Utilize various forms of platforms to increase communication skills and practices • Explore beyond conventional ideas or approaches to tasks and projects
JobX LEARNING OUTCOMES (<i>FWS Positions Only</i>)	Communication; Professionalism & Work Ethic; Collaboration & Leadership; Creativity & Problem Solving;
Available Openings	3
Hours	Must be available a minimum of 3 days per week between 9:00am – 6:00pm; (10-12 hours per week); available to work weeknights and weekends, as needed
Hourly Rate	\$9.50
Time Frame	Academic Year 2019-2020
Contact Name	Lee Roberts; Tammy Lambert;
Contact Email	leerob@email.unc.edu ; lambert2@email.unc.edu
Work Location	Carolina Union Student Life & Leadership, Suite 2501
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