Summer Graduate Coordinator
Office for Student Life & Leadership

General Description:
The position will serve as the coordinator for Late Night Orientation and Summer Activities. Late Night Orientation is a summer program held by the Carolina Union for students participating in orientation. The program provides incoming students a variety of entertainment in an effort to help build relationships with one another and to begin connecting students to the university. Additionally, Summer Activities supports the Carolina Union Activities Board with summer programming for current students.

Responsibilities Include:
• Plan and execute activities that take place during Late Night Orientation events (including set-up/take-down, venue details, working with contract entertainment, etc.)
• Partner with the Carolina Union, New Student and Carolina Parent Programs, Student Life & Leadership, and the Carolina Union Activities Board staff to implement Late Night Orientation
• Coordinate collaboration and communication among the Carolina Union departments in support of Late Night Orientation
• Coordinate Late Night Orientation volunteers and SLL Orientation Ambassadors
• Advise and support the summer programming for the Carolina Union Activities Board and manage the summer programming budget of approximately $20,000 - $40,000.
• Collaborate and develop curriculum for the CUAB Fall Training
• Serve on the Fallfest Involvement Committee
• Participate in Student Life & Leadership team meetings, training, development programs, and other professional development activities
• Work with CAS standards initiatives for Student Activities and Student Life & Leadership/
• Work with various campus offices to promote campus-wide involvement opportunities to incoming UNC students
• Network with other departments within the Carolina Union to gain a better understanding of union operations within a large, public school setting
• Other duties as agreed upon

Terms of Employment:
Enrollment - Graduate Coordinator must be currently enrolled full-time in a graduate program that emphasizes higher education administration and/or student affairs leadership

Period of Employment – May 22nd through July 28th

Remuneration – Summer Graduate Coordinators will be paid a stipend of $2000 for the summer and housing will be provided in one of our campus residence halls, along with partial meal plan
How to Apply:

- Email the following as one document in Microsoft Word or PDF format:
  - Cover Letter
  - Resume
  - 3 Professional Reference (please ensure one of these references is a student)
- Letter and email can be addressed to:
  - Brian Lackman
    Student Activities Program Coordinator
    2501-K FPG Student Union
    Chapel Hill, NC 27510-5210

Priority application deadline is Tuesday February 28, 2017 at 5:00pm EST. Applications should be emailed to brian.lackman@unc.edu. This position will remain open until filled.

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL IS AN EQUAL OPPORTUNITY EMPLOYER REGARDLESS OF age, color, creed, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation or veteran status.