Heel Life Coordinator: Student Organizations Impact & Involvement

Student Life & Leadership:
Student Life & Leadership (SLL) is located in the Carolina Union, and consists of Leadership Development, Student Organizations, Student Activities, the Carolina Union Activities Board (CUAB), and the Student Government Association. SLL consists of 10 full-time staff, 6 graduate coordinators, and a number of undergraduate student employees. Our vision is a world where all people are empowered to create positive change, and the mission of Student Life & Leadership is to create an inclusive Carolina community through engagement and intentional educational opportunities, guided by our core values of: authentic connections, collaboration, integrity, life-long learning, and social justice. Open roles can be viewed at https://go.unc.edu/Work4SLL.

Position Description:
Under the supervision of the Student Organizations Program Coordinator and Graduate Coordinator, the Heel Life Coordinator supports Student Life & Leadership and all University-affiliated student organizations. The Heel Life Coordinator 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 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. Students must be able to work within regularly scheduled office hours (9:00am-6:00pm) and evening and weekend hours as needed.

Primary Responsibilities:
• Advertise and market 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
• Serve as an expert on the Heel Life site by reviewing student organization registrations, events, and other key features on 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 organize on how to maximize use of the site
• Assist in the planning, facilitation, and evaluation of leadership development and campus-wide programming (e.g. educational workshops, involvement fairs, etc.)
• Navigate University policies and procedures to enhance student organization efforts
• Other duties and special projects as assigned

Requirements:
• Management and organizational skills, as well as the ability to relate successfully with students
representing a wide variety of backgrounds and interests

- Ability to make fast, intelligent decisions based on established policies; ability to make appropriate adjustments as situation arise or change
- Preference for experience in college/university setting, with special preference for work experience in a college union
- Knowledge and skill with computer applications such as student organization management software, Microsoft Word applications, and electronic mail is essential
- Knowledge of Carolina Union guidelines and procedures

**Hours and Compensation:**

- 8-10 hours/week - must have availability at least 3 days per week
  - Working hours are flexible based on employee schedule but should take place between the hours of 9am-6pm Monday-Friday. Occasional weekend and evening hours may be required.
- Grade 2 - $10.30/hour
- Federal Work-Study accepted

**Time frame:**

- Academic Year 2023-2024
- August 14th, 2023-May 10th, 2024
  - August 14th-18th, 2023 is mandatory onboarding/training for all Carolina Union employees
  - All Carolina Union staff members are required to work FallFest on Sunday August 20th, 2023

**Application Process:**

- All interested applicants must submit their application online via JobX or Heel Life
- JobX (Work-Study applicants):
- Heel Life (all applicants): [https://heellife.unc.edu/submitter/form/start/590673](https://heellife.unc.edu/submitter/form/start/590673)
- Applications will be reviewed on a rolling basis
- Position(s) will remain open until filled

**Contact information:**

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