



Student Activities Graduate Coordinator

Student Life & Leadership

Academic Year 2024-2025

Carolina Union:

The Carolina Union creates safe, inclusive and educational experiences that enable students to maximize their time at Carolina. The many co-curricular programs, services and facilities supported by the Union are developed and operated with a focus to serve the students whose fees fund our organization and therefore are intended to impact the intellectual and experiential climate of the University and provide opportunities for campus members to engage in debate, conversation, interaction, and learning. Managed by 44 full-time staff and over 185 student employees, the Carolina Union builds a sense of community as a unifying force on campus and provides students the space and resources needed to put theory into practice.

Student Life & Leadership:

The Office of Student Life & Leadership (SLL) consists of Carolina Leadership Development (CLD), Student Organizations Office, Student Activities that includes the Carolina Union Activities Board (CUAB), Assessment & Student Development, and serves as the primary advisors to Student Government. SLL consists of eight full-time staff, 6 graduate coordinators, and a number of undergraduate coordinators. Our vision for the Office of Student Life & Leadership of the Carolina union is to empower & transform students, staff, and faculty to create positive sustainable change within our communities.

General Description:

The Graduate Coordinator is responsible for working with the Carolina Union Activities Board (CUAB) on the organization and implementation of group development exercises/workshops as well as assisting in the planning of their programs and activities. The coordinator will actively develop their teaching, facilitation, and consultation skills with organizing team development exercises, along with expanding their leadership development and training skills. The coordinator will actively promote program planning, management/implementation, and evaluation skills with students. Specifically, the Graduate Coordinator will work with retreat planning and implementation, and committee development for the twelve Activities Board committees. The Graduate Coordinator is expected to develop and employ a working knowledge of the resources, services, programs, and activities available at a large, public university, to facilitate co-sponsorships, shared resources, and reduce duplications of programs and services.

Primary Responsibilities Include:


Advising Carolina Unions Activities Board:

- Advise and support student staff in the planning, implementation, and evaluation of a broad variety of programs.
- Provide leadership to and advise student volunteers in the planning of events officially sponsored by CUAB.
- Serve as a member of the CUAB Advising team.
- Support the programming board in marketing both campus programs and the organization's image.
- Advise large scale events, including coordination of student volunteers, vendors, campus partners, performers, budget, and other areas of the event
- Attend regularly scheduled meetings revolving around finances, large scale programs, sponsorships, and campus partners

Supervision and Management

- Work with the Program Coordinator and other professional staff to select, advise, and evaluate the student staff that comprises the leadership of the organization
- Support, plan and attend weekly team meetings, retreats and trainings.
- Assist with over-all assessment of CUAB (quality of on-campus programming, programming trends at other institutions, effectiveness of UNC programming, types of programs students need and want to see on campus, etc...).
- Assist in continuing development and maintenance of a long-term vision for a growing programming board while advising student staff and volunteers in the timely implementation of that vision.
- Lead regularly scheduled one on one meetings with the CUAB chairs and coordinators

General Student Life & Leadership Responsibilities

- Participate as an active member of the Student Life & Leadership team; attend meetings, retreats and trainings, and provide support to major department-wide programs.
- Represent CUAB at various trainings, involvement and resource fairs, etc. as requested by other campus offices and organizations.
- Perform other duties as identified with supervisor to enhance professional development and/or support the success of program areas/department. 

Qualifications:

- An undergraduate degree and enrolled as full-time status in a graduate program for Fall 2024.
- Experience organizing and managing multiple tasks with changing deadlines and priorities.
- Demonstrated experience managing and tracking projects independently.
- Understands concepts of multiculturalism, social justice, and diversity and how they impact the campus community.
- Demonstrated personal qualities: sound decision making, creativity, organization, time management, diplomacy, and integrity.
- Evidence of drive and initiative as demonstrated by personal experiences and previous employment (must be a self-starter)

Terms of Employment:

Period of Employment

- August 1st through May 31st
 - End of period may change based on student status (i.e. cannot work past graduation)
- Option for June employment contingent upon supervisor and director approval

Time Commitment

- **Up to 25 hours per week**
 - Schedule and hours to be planned, approved, and documented with supervisor.
 - Can work up to 525 hours from August 1st – December 31st
 - Can work up to 525 hours from January 1st – May 31st
- It is expected that Graduate Coordinators maintain office hours up to 25 hours per week with flexibility allowed for weekend and evening programs.
 - Graduate Coordinators, with supervisor approval, can work more hours per week to provide flexibility to take time off during the following student breaks; fall, winter, and spring.
 - Graduate Coordinators, with supervisor approval, can work less hours per week in order to support academic requirements.

Remuneration

- \$16.50/hour
- Bi-Weekly Pay Period (see [UNC Pay Period Schedule](#))

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