



The 2023 Summer Orientation Advisor (SOA) position works for Carolina Housing and is the front line customer service representative to Orientation students staying in campus housing. SOAs are assigned to live in Carmichael Residence hall during the duration of the SOA role.

The SOAs assist with group check-ins and check-outs, work customer service shifts at the community office, assist with linen distribution and retrieval, and help ensure that the facilities are in good order. The SOA is also on-call for Orientation students regarding residence hall concerns like lock outs and facility concerns.

SOAs work to create an inclusive and welcoming on-campus housing environment and provide students and guests with a good first impression of UNC. SOAs serve as a resource for students and their guests during orientation and as a role model at UNC Chapel Hill. SOAs are supervised by the SOA Leadership Team which is composed of a team of Community Directors (CD) and Assistant Directors.

The SOA role is not a traditional 8-5/M-F job. Actual hours of work vary based on the needs of Carolina Housing and include evenings and some weekends.

SOAs must attend all trainings while employed. SOAs are expected to reside in their assigned room for a minimum of five nights per week, including 2 weekends per month, in addition to meeting the needs of Carolina Housing listed above. Any additional time away from the community must be requested and approved by the SOA Leadership Team. SOAs are required to serve scheduled weekday and weekend duty.

A successful SOA has a passion for working with a diverse student population, a commitment to student learning and development, and strong critical thinking and problem solving skills. A successful SOA demonstrates initiative, possesses the ability

to work autonomously as well as part of a team, communicates effectively, and maintains a positive attitude.

This job description is meant to provide an outline of critical job functions of the SOA position and is not an all-inclusive list. Through the course of the summer there will be times where staff will be called to service based on the needs of the community that may not be outlined in a job description. SOAs agree to meet and abide by the standards described in this document; the SOA Letter of Appointment; the Student Staff Ethical Principles; the Community Living Standards; the Housing Contract; the expectations communicated by Carolina Housing during trainings and by their supervisor; University policies; and State and Federal Laws.

[Summer Orientation Advisor Application](#)

Qualifications

- Be enrolled as a full time student in the Fall of 2023. You do not have to be enrolled in a specific number of classes, nor are you required to be returning to work for Carolina Housing for 2023-2024.
- Students employed by Carolina Housing must not be employed on a permanent, full-time basis anywhere, and must not otherwise occupy a classified employment position with the University. Student staff are “at will” employees, are not eligible for layoff priority employment or severance pay, and may be terminated at any time without additional compensation. A lapse in student status occurs during breaks (winter and summer) when an employee is not enrolled in courses. This lapse does not affect employment eligibility, though it will subject the employee to FICA tax deductions.
- All employees must maintain good financial, disciplinary, and academic standings with the University.
- SOAs must maintain appropriate balance while in this position and can expect to work 35-40 hours per week.

Compensation

Carolina Housing provides each Summer Orientation Advisor (SOA) a compensation package that includes:

- A stipend payment of \$5,500 divided into monthly payments and paid out monthly on the last business day of the month.

- The stipend is prorated and the number of payments decreases if hire date is after the first day of student staff training.

*Carolina Housing encourages applicants and employees to consider if this compensation package will affect their financial aid package. [Please contact Scholarships and Student Aid, 962-8396 for information on eligibility for aid and employment.](#)