

Office of Summer Academic Programs
Job Description for the Position of
PROGRAM ASSISTANT
Spring Term and
June 6 – August 28, 2012

Each summer over 650 people (including high school teachers, college students from Japan, and high school students) attend academic programs at Carleton. The Summer Academic Programs Office provides support to all on-campus programs, which includes housing, staffing, academic support, residential support, and coordinating special events.

Although we keep very busy during the summer, our staff tries to keep our environment cooperative, friendly and fun. We welcome applicants who are friendly, enthusiastic, organized, out-going, willing to go the extra mile, and committed to providing campus visitors with a positive experience at Carleton.

The workload during the summer varies by program. Some days Program Assistants may spend a majority of their workday in the office preparing materials for upcoming programs, other days they may be conducting English conversations with Japanese students, preparing coffee breaks, running errands, attending field trips, organizing events, or accompanying participants to various activities on and off campus.

General Duties:

1. Office assistant to the Director of Summer Academic Programs.
2. Resident assistant in the dormitories for the CHUO-Carleton summer program.
3. Plan and attend special events and trips with participants.
4. Assist professors with course material preparation and provide classroom assistance.
5. Driver for errands and trips to the Twin Cities.
6. Regular meetings with the Director to assess the needs of the program preparations.

Specific Duties:

1. Process inquiries and registrations received from summer program participants.
2. Answer and respond to telephone and e-mail inquiries.
3. Use software programs including Microsoft Office programs and Filemaker Pro to register program participants and to prepare and distribute correspondence and program materials.
4. Prepare and duplicate course/program materials for all program participants.
5. Assist and/or coordinate special events, room reservations, custodial services requests, and participant activities.
6. Manage one program while assisting with the other programs.
7. Some lifting of heavy boxes will be needed throughout the summer. Most of this will be done in preparation for the Summer Teaching Institute.

Out-of-Office:

1. Assist in program check-ins at the dormitories, including distribution of keys, distributing program materials, and assisting participants as they move into the dorms.
2. Conduct campus tours.
3. Prepare informational signs for various programs.
4. Attend extra-curricular program events, including picnics, field trips, and some athletic and non-athletic activities.
5. Serve as an English tutor and full-time resident assistant for the Chuo-Carleton Summer Program.
6. Assist in checking out program participants at the end of their respective programs. This includes collecting keys and access cards, collecting evaluation forms, and providing travel details.
7. Know procedures/protocols for on-campus emergencies.
8. Other duties as assigned.

IN ADDITION TO THE ABOVE MENTIONED DUTIES, PROGRAM ASSISTANTS ARE EXPECTED TO...

- Rotate being “on-call” twenty-four hours a day during some programs. Each evening, the on-call person must be on campus so that they are available to participants as needed. At no time should all program assistants be off campus at the same time (while programs are on campus) unless prior approval is given by the Director.
- Remember when answering the phones or responding to a cell phone call to be discrete in their responses, preferably excusing themselves from the immediate presence of participants before replying to messages.
- Participate in evening activities scheduled for program participants, if they are assigned to work with that particular program. Any requests to be excused or replaced for a particular activity must be approved by the Director.
- Arrive at the office or at activities promptly at scheduled time, unless otherwise notified by the Director. Assistants should plan their evenings accordingly so that they can be on time in the morning.
- Treat their co-workers with respect. Program Assistants are expected to support each other in their work and provide assistance to each other as needed both in the office and during the evenings and weekends.
- Not have overnight guests during programs in the same building unless approved by the Director of Summer Academic Programs.

ADDITIONAL INFORMATION AND REQUIREMENTS:

This job requires a large time commitment both in and out of the office, including evenings and most weekends. Program Assistants are required to live in the dormitories with program participants. Assistants must have a working knowledge of the campus and dormitory life and be able to handle emergency situations as they arise. Experience as an RA or camp counselor is extremely helpful. Knowledge of First-Aid/CPR is helpful but not required. **Must be able (or eligible) to drive college vehicles.** Job requires accurate data entry, typing, and filing skills. Must be able to organize time and work efficiently.

Preference in hiring is given to students who are willing to make a two-year commitment. A final determination about students returning for a second year will be made at the end of the summer.

Students hired for this position should be available to work spring term of the hiring year, as well as that summer. Consideration will be made for students participating in off-campus programs.

This full-time position pays a stipend of \$4,200 plus (single/air-conditioned) room and board for the summer. During the school year, you will be paid \$9.28/hour with a maximum of 10 hours/week.