

Student Activities Office
Student Activities Programming Board (SAPB)
Program Assistant, Intercultural Programs
Position Description

Application Information

- Contact: Ana Sontag (asontag, x4462)
- Applications and hiring information online: go.carleton.edu/activities
- 10 hours per week, paid
- Paid mandatory training

Mandatory Training

- May 19, 2015, 7:00 - 8:30 p.m.: Peer Leader Kick-Off
- September 1, 2015: Program Assistants arrive on campus
- September 1 - September 6, 2015: Program Assistant/Office training
- September 7, 2015: Peer Leader training
- September 8- September 13, 2015: New Student Week involvement

Peer Leaders at Carleton College

Carleton College employs hundreds of students in a variety of leadership roles. These student leaders are vital in providing important programs and services to the campus community. With the talent, energy and spirit of Carleton's student leaders, the College stands well-poised to provide a true liberal arts education that challenges students to "learn broadly and think deeply."

To this end, the Division of Student Life has developed a Peer Leader Integration Program, designed to unify and strengthen the efforts of its student leaders. This program has many overarching benefits, but emphasizes two main goals: 1) to develop a successful and inclusive combined Peer Leader Training Program; and 2) to identify how to best utilize the talent, energy and spirit of the student leaders in assisting fellow students in a collaborative manner. In pursuing these goals, we hope to build camaraderie among student leaders, promote greater understanding of the varied resources available to students, and ultimately lead to a higher level of student satisfaction and development.

Program Assistant, Intercultural Programs

This position serves as the main student lead from the Student Activities Office on topics related to diversity, cultural awareness, respect, empathy and creating a welcoming and inclusive campus environment. The Program Assistant in this position will work with other departments and CSA organizations to ensure that a diverse selection of programs and activities are offered for the campus community. Collectively, these programs and activities are designed to challenge beliefs, educate others, inspire the individual, entertain the soul, and create a sense of campus community and pride.

This position works approximately 10 hours per week during the academic year, with a combination of event planning responsibilities and assisting other students in the Student Activities Office. This position

also supports other Program Assistants in planning and implementing large, campus-wide events such as Spring Concert, Midwinter Ball, Halloween Concert, and Dances. Additional work hours may be available for break programming (i.e. spring and winter break).

Intercultural Programs Responsibilities

- Collaborate with other departments and CSA organizations to provide programming that focuses on diversity
- Develop and manage an annual operating budget
- Research and apply to diversity grants
- Coordinate a multicultural lecture series
- Coordinate a multicultural performance series
- Assist in developing a student-focused, art exhibit program in Sayles-Hill
- Assist in developing a multicultural film and discussion series
- Support Program Assistants in planning and implementing large, campus-wide events
- Attend weekly meetings of the Student Activities Programming Board (SAPB)
- Other duties as assigned

General Responsibilities

- Collaborate with other Peer Leaders, staff and faculty in creating a welcoming and inclusive campus community
- Provide resources and opportunities for students to pursue and reflect on experiences that prepare students for their post Carleton lives
- Serve as a positive role model and mentor to students
- Encourage students to explore and become involved in a variety of curricular and co-curricular activities on campus and in the community
- Be a positive source of energy and information to students
- Be available to assist with the welcoming of students and their families during New Student Week
- Serve as an effective participant in small group settings during New Student Week

Qualifications

- Carleton student in good academic and disciplinary standing
- Willingness to serve as part of a team
- Enthusiasm and willingness to learn
- Assertiveness and patience in the workplace
- Creativity, integrity, and a positive attitude
- Attention to detail and strong organizational skills
- Effective written and oral communication skills, problem solving abilities, and decision-making skills
- Ability to multi-task and manage multiple projects with overlapping deadlines
- Ability to represent the SAPB in a professional manner
- Willingness to work some evening, night, and weekend hours as needed
- Sense of humor