

**Stimson House
Intercultural Program Assistant Application
2009-2010**

Office of Intercultural Life

For over 25 years, the Office of Intercultural Life has been an integral part of Carleton's initiatives to enhance diversity and cultivate a fully inclusive community, enriched by persons of different ethnicities, nationalities, genders, economic backgrounds, ages, abilities, sexual orientations, and spiritual values. The primary mission of the Office of Intercultural Life is to foster cross-cultural dialogue in the service of greater awareness, empathy, mutual respect, acceptance, and recognition.

This goal is inextricably linked to the other dimensions of our mission that include:

- to ensure that members of under-represented ethnic groups have the space, visibility, and participation in institutional decisions that will sustain their full inclusion
- to help cultivate a campus climate where students, faculty, and staff of color are not only well-represented, but feel welcome, valued, and safe
- to help students of color identify and increase their awareness of issues they will encounter at Carleton as members of under-represented ethnic groups on a predominantly white campus
- to diminish the levels of racism and related forms of discrimination such as sexism and homophobia as they are manifest on our campus
- to enhance the capacity of all students, faculty, and staff to lead and work collaboratively in diverse groups

The Office of Intercultural Life works to fulfill this mission through various cultural programming including: guest speakers and performers, "chili night" discussion forums, and films. Stimson House serves as the programming center for the Office of Intercultural Life. Programs hosted at Stimson House are open to all students, faculty, and staff. On a day-to-day basis, Stimson House, also known as the Intercultural Center, is a safe space for students to come together to relax, socialize, meet, and study. Thus, our hope is that Stimson House will also be a place where students can have informal but meaningful interactions with students from diverse backgrounds.

Intercultural Program Assistant Position Description

Four or five Intercultural Program Assistants (IPAs) are hired annually to assist the Office of Intercultural Life to fulfill its mission. The IPA position is a ten-hour a week commitment for three terms (Fall, Winter, and Spring). Four IPAs are invited to live in Stimson House, where there are two single residential rooms and one double residential room. One of the Assistants also serves as House Manager, devoting two of the ten work hours to House related duties. IPAs play a central role in the planning and execution of events sponsored by the Office of Intercultural Life and are responsible for providing leadership that ensures that Stimson House remains a safe and welcoming space for students, faculty, and staff from diverse backgrounds. IPAs also work in the Office of Intercultural Life and provide crucial support to the management of our office operations. A more detailed position description can be found on the following page.

Eligibility

Only students interested in assisting with and coordinating events and programs for the Office of Intercultural Life should apply. Rising first-year, sophomore, and junior students are eligible. Applicants must:

- be in good academic standing.
- be active in the Carleton Community.
- not be committed to other paid positions or research fellowships during the academic year, unless approved by the Director of the Office of Intercultural Life.

Position Description

Intercultural Program Assistants help to advance the philosophy and mission of the Office of Intercultural Life. IPAs serve as resources to the multicultural student community and liaisons to student organizations for 10-hours a week (House Manager, 8-hours a week). All Program Assistants will be expected to return to campus on Monday, September 7, 2009, to begin training on the 8th (training is all day Tuesday-Friday). More specifically, IPAs:

- coordinate and facilitate chili night dialogues
- coordinate educational residential programming (i.e. floor panels)
- assist the office staff and student groups in promotion and execution of events and programs (i.e. Ethnic Months, Block Party, International Festival, Convocations, etc.)
- produce the office newsletter, The Spectrum

Intercultural Center (Stimson House)

- Residents of Stimson House are the primary facilitators for programs and events scheduled at the Center by the Office of Intercultural Life and, as such, collaborate on ways to introduce themselves and the Center to the community. Program Assistants are expected to monitor and maintain the Center for community use, establishing an environment of openness and accessibility.

Qualifications and Skills

- Knowledge, experience and willingness to learn about issues of social justice and diversity.
- Willingness to participate in events and programs sponsored by the Office, including set up, clean up, attendance, and sometimes cooking.
- Ability to live and work cooperatively.
- Familiarity with and acquisition of office etiquette
 - phone answering
 - greeting
 - reliability and promptness
 - follow-through
 - attention to quality of work
- Also desirable: cooking skill, publication layout and design, and designation as campus driver

Application Deadline: Friday, April 3, 2009
(For students going off-campus spring term: Monday, February 23, 2009)
Office of Intercultural Life-Scoville 9

Intercultural Program Assistant Application 2009-2010

Name _____ Ext. _____

Class _____ Current GPA _____ Major _____

Racial/Ethnic Identity (Optional) _____ Hometown _____

On a separate sheet of paper please respond to the following questions; limit each response to 1 double-spaced typed page.

1. Explain why you are interested in serving as an IPA. What are your strengths and weaknesses relative to this position?
2. How would you define interculturalism and what are your ideas on how to best promote multiculturalism on campus?
3. Please describe your vision of the meaning and importance of Stimson House.

Attach a resume listing campus organizations and/or committees in which you have participated, any leadership positions you have held, and your work experiences, including volunteer activities, especially those in which you organized and coordinated programs.

Distribute the attached evaluation forms to two people who know you well (student friends are not acceptable references). At least one form must be completed by a previous work supervisor. Please list below the names of the individuals who will be submitting references for you.

Name _____ Extension _____

Title _____

Name _____ Extension _____

Title _____

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Evaluation Form

To be completed by applicant:

Name _____

Sign here if you wave your right of access to the information contained in this recommendation thereby insuring its confidential nature.

Signature of applicant _____

Date _____

To be completed by evaluator:

How long and in what capacity have you known the applicant? _____

Below or on a separate sheet of paper, please write an appraisal of the applicant assessing (1) his/her personal qualities, accomplishments, motivation, abilities, and character, and (2) his/her capacity for success given the job responsibilities (listed on the opposite side of this sheet) and the demands of this position. If you served as a work supervisor of the applicant, please indicate if you would again hire this person. And if not, why not.

	very strongly					not at all
I recommend this candidate (circle one)	5	4	3	2	1	
Name _____						Title _____
Signature _____						Date _____

Please return this evaluation form to the Office of Intercultural Life on or before Friday, April 3, 2009
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