

Student Activities Office New Student Week Leader Position Description

Application Information

- Contact: Jessica VanZuilen
- Volunteer position
- Applications due: May 8, 2014
- Interviews held: May 12 - 16, 2014
- Decisions made by: May 17, 2014

Benefits of Participating

- Be the first to welcome the class of 2018!
- Mentor new students during New Student Week and beyond
- Develop friendships with new and returning students
- Share your Carleton pride and experiences with new students
- Build your resume: Leadership training and experience in areas such as group facilitation, time management, motivation, mentoring, team building, event planning, etc.
- Work with a dynamic team of students and staff
- Gain extensive knowledge of Carleton
- Arrive on campus early and get settled before the start of fall term
- On-campus housing and meals provided September 4 - 14, 2014 (if living on-campus fall term)
- Be the first to receive free NSW gear, including a Frisbee and shirt!

Mandatory Training/Other

- May 20, 2014, 7:00 - 8:30 p.m.: Division of Student Life, Peer Leader Kick-Off: Great Hall
- September 4, 2014: New Student Week Leaders (NSWL) Arrive on Campus
- September 8, 2014: Combined Peer Leader Training (all day)
- September 9 - 14, 2014: New Student Week

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.

New Student Week (NSW)

The purpose of New Student Week is to provide incoming students with experiences and information that prepare them to thrive both academically and socially in their first year at Carleton and beyond. We accomplish this through activities and interactions designed to introduce new students and their families to the values of the institution, as they are embodied in, and enacted by, the people, programs and lived experience of our campus. Our hope is that by the end of the orientation period, students have begun to situate themselves in this rich environment with a clearer sense of how their own talents and abilities can flourish and grow.

Specifically, new students should feel that they have one or more reliable sources of information for academic issues and institutional policies and regulations. They should have an awareness of the support structures on campus for social, emotional, and physical health and well-being. They should begin to gain a first-hand understanding of the rewards and challenges of living and working within a diverse community and begin the process of making social connections within such a community. While students *may* not get all of their questions answered or anxieties addressed, we hope that they enter their first term confident that they can find the help and resources they need to succeed.

New Student Week Leaders

New Student Week Leaders assist with various aspects of New Student Week, such as leading small group discussions, providing campus tours, and serving as a positive role model for new students as they transition to life at Carleton. These energetic and resourceful student leaders work collaboratively in welcoming the incoming class and ensuring that the New Student Week experience is exciting and beneficial for all participants. In addition to providing an invaluable service to the incoming class, NSW Leaders further develop their leadership skills and become more aware of the many involvement opportunities and resources available to Carleton students.

Note: This volunteer position requires a 10-day commitment (September 4 - 14, 2014). On-campus housing and meals provided for those living on-campus fall term. For students with Northfield Option, a temporary meal plan will be provided during training and NSW.

New Student Week Leader Responsibilities

- Be available to assist with the welcoming of students and their families during New Student Week
- Collaborate with other Peer Leaders, staff and faculty in creating a welcoming and inclusive campus community
- Provide resources and opportunities for new students to pursue experiences that prepare them for their Carleton career and beyond
- Encourage new students to explore and become involved in a variety of curricular and co-curricular activities on campus and in the community
- Assist with programs and activities during New Student Week
- Serve as a role model to new students
- Be a positive source of energy and information to new students
- Co-lead and mentor a small group of new students

- Facilitate small group discussions on various topics with the assistance of Peer Leaders
- Understand and be able to inform new students on the various campus policies, procedures, and Community Standards
- Provide campus tours to students and parents during New Student Week
- Be a resource to students post New Student Week

Qualifications

- Carleton student in good academic and disciplinary standing
- Desire to assist new students and learn group facilitation skills
- Interest in gaining knowledge of campus resources
- Willingness to work long hours during New Student Week, including evening and weekend hours
- 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
- Ability to represent the College in a professional manner
- Sense of humor