Student Activities Office
Student Activities Programming Board (SAPB)
Program Assistant, Art & Film
Position Description

Application Information

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

Paid 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, Art & Film

This position coordinates a variety of Art & Film related programs. Examples of programs coordinated by this position include The Golden Schillers and the student art exhibit in Sayles-Hill. Possible future programs include a multicultural film/discussion series.

This position will work 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 will also support 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).
Art & Film Responsibilities

- Recruit and lead a committee of student volunteers to develop meaningful goals and a mission statement
- Coordinate and lead regular committee meetings
- Develop and manage an annual operating budget, including submitting annual financial requests and reports to CSA and the Student Activities Office as needed
- Collaborate with other students and the Presentation, Events, and Production (PEPS) Office in coordinating *The Golden Schillers*, an annual student-produced, short film festival
- Develop a multicultural film and discussion series
- Develop a student-focused art exhibit program in Sayles-Hill
- Present updates to the CSA Senate each term
- Attend weekly meetings of the Student Activities Programming Board (SAPB)
- Support Program Assistants in planning and implementing large, campus-wide events
- 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 upon experiences that prepare them for life after graduation
- 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