

**Student Activities Office
Student Activities Programming Board (SAPB)
Program Assistant, Leadership Development
Position Description**

Application Information

- Contact: Jessica VanZuilen
- Applications and hiring information online: go.carleton.edu/activities
- 10 hours per week
- Paid mandatory training

Paid Mandatory Training

- 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.

Program Assistant, Leadership Development

This position serves as the main student lead from the Student Activities Office on topics related to leadership, involvement, ethics, communication, networking, civic engagement and creating a welcoming and inclusive campus environment. The Program Assistant in this position will work with the Student Activities, CSA organizations and various campus departments to develop and ensure that leadership programs and activities are offered for the campus community. The position also act as the central campus resource to help students initiate, plan, fund and achieve their involvement goals, including working collaboratively with the Dean of Students Office in administering the Student Leadership & Involvement Grant.

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).

Leadership Development Responsibilities

- Collaborate with offices and CSA organizations to provide programming that focuses on student leadership and involvement
- Develop and manage an annual operating budget
- Research and apply to leadership grants
- Coordinate and promote the Student Leadership & Involvement Grant
- Coordinate a leadership lecture series
- Develop a leadership library
- Develop a co-curricular transcript program for students
- Develop and coordinate an annual leadership conference
- Implement an annual training program for CSA organizations
- Develop a variety of workshops and resources for CSA organizations
- Plan and implement an annual recognition program for CSA organizations
- Support Program Assistants in planning and implementing large, campus-wide events
- Attend weekly meetings of the Student Activities Programming Board (SAPB)
- Attend and participate in the Division of Student Life Peer Leader Training Committee meetings
- 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 gain knowledge of CSA, Budget Committee and student organizations
- Willingness to work some evening, night, and weekend hours as needed
- Sense of humor