Student Activities Office
Student Activities Programming Board (SAPB)
Program Assistant, Leadership and 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 trainings

Paid Mandatory Trainings

- May 16, 2017, 7:00 - 8:30 p.m.: Peer Leader Orientation
- August 28, 2017: Program Assistants arrive on campus
- August 28 - September 3, 2017: Program Assistant/Office training
- September 4, 2017: Peer Leader training
- September 5 - September 10, 2017: New Student Week involvement
- January 6, 2018: Peer Leader Training
- Required weekly SAPB meetings Tuesday during Common time

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.”

Guided by the core values of social justice and inclusivity, the Peer Leader training program provides a collaborative campus-wide hub to prepare students to lead by giving them the tools, resources, connections, and skills they need in order to serve the Carleton community.

Program Assistant, Leadership and Intercultural Programs

This position serves as the main student lead from the Student Activities Office on topics related to leadership, involvement, ethics, communication, networking, civic engagement, diversity, cultural awareness, respect, empathy 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 a diverse selection of leadership and intercultural programs and activities 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. Additionally, 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 front desk duties in the Student Activities Office. Front desk duties may include answering questions from faculty, staff, and students; assisting student organizations in event planning; and completing office tasks as needed. In addition, this position supports other SAPB Program Assistants in planning and implementing large, campus-wide events.

**Leadership and Intercultural Programs Responsibilities**

- Collaborate with other departments and CSA organizations to provide programming that focuses on diversity, and student leadership and involvement
- Coordinate
- Research and apply to diversity and leadership grants
- Coordinate a multicultural lecture or performance series
- Coordinate diversity programs and activities in conjunction with other Student Life offices and cultural groups
- Coordinate and promote the Student Leadership & Involvement Grant
- Coordinate a multicultural lecture or performance series
- Develop a leadership library
- Develop and coordinate an annual leadership conference
- Develop a variety of workshops and resources for CSA organizations
- Plan and implement an annual recognition program for CSA organizations
- Attend biweekly cultural board meetings
- Manage an annual operating budget
- Attend weekly meetings of the Student Activities Programming Board (SAPB)
- Support Program Assistants in planning and implementing large, campus-wide events
- Meet regularly with Assistant Director of Student Activities
- Other duties as assigned

**General Responsibilities**

- Collaborate with other Peer Leaders, staff and faculty in creating a welcoming and inclusive campus community
- 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 SAPB and SAO in a professional manner
- Willingness to work some evening, night, and weekend hours as needed
- Sense of humor