

Student Activities Office and the Carleton Student Association
Student Activities Programming Board (SAPB)
Program Assistant, Music & Dance
Position Description

Application Information

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

Mandatory Training

- May 20, 2014, 7:00 - 8:30 p.m.: Division of Student Life, Peer Leader Kick-Off: Great Hall
- Student Activities Programming Board Training: TBA
- 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, Music & Dance

This position coordinates activities that foster an appreciation of music, dance, and cultural diversity in a variety of genres. By recruiting and involving a committee of student volunteers, this position works collaboratively with departments and student organizations in researching and selecting upcoming dance and musical performances for the Carleton community. Examples of events typically coordinated by these positions include Sayles Dances, Midwinter Ball, Spring Concert, open mic nights, and an afternoon live music series.

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. Additional work hours may be available for break programming (i.e., spring and winter break).

Music & Dance Responsibilities

- Recruit a committee of students volunteers to assist in selecting dance and musical performances that both entertain and educate
- Meet regularly with student organizations that focus primarily on music and/or dance to help identify common needs, address issues, share resources, and develop a collaborative music/dance calendar of events
- Manage an annual operating budget
- Represent the Music & Dance program during the CSA spring allocation process, ensuring all necessary financial requests are submitted and presented accurately and timely
- Represent the Music & Dance program at all CSA meetings as necessary
- Dances (2 per term): Collaborate with CSA in choosing calendar dates and student DJ's
- Assist in coordinating entertainment for New Student Week (summer)
- Coordinate the annual Midwinter Ball (winter term)
- Coordinate the annual Battle of the Bands (spring term)
- Coordinate the annual Spring Concert (spring term)
- Coordinate an Open Mic performance series
- Coordinate *Live at Sayles* a music performance series during the lunch hour in Sayles-Hill
- Monitor, maintain and promote the Student Band Room including coordination of orientation 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 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 work some evening, night, and weekend hours as needed
- Sense of humor