Student Activities Office
Student Activities Programming Board (SAPB)
Program Assistant, Music & Dance

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, Music & Dance

This position coordinates activities that foster an appreciation of music, dance, and performance 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 Halloween, MidWinter Ball, Spring Concert, and Live at Sayles which is an afternoon live music series featuring professional artists or open mics for students.

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.
Music & Dance Responsibilities

- Recruit a committee of student volunteers to assist in selecting dance and musical performances that both entertain and educate
- 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 programs at all CSA meetings as necessary
- Coordinate the annual Halloween activities (fall term)
- 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 common time in Sayles Great Space
- Coordinate Cowling dances (1 per term)
- Manage an annual operating budget
- Attend weekly meetings of the Student Activities Programming Board (SAPB)
- Support other 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