

**Student Activities Office**  
**Program Assistant, New Student Week (NSW)**  
**Position Description**

**Application Information**

- Contact: Sarah Wojnicki (swojnicki, x4462)
- Application information and application online at: [go.carleton.edu/activities](http://go.carleton.edu/activities)
- Paid, full-time (up to 40 hours per week), summer position
- Paid mandatory training
- Must have served as a NSW Leader or have significant program planning experiences to be eligible

**Paid Mandatory Training/Other**

- May 17, 2016, 7:00 - 8:30 p.m.: Peer Leader Kick-Off
- September 1, 2016: NSW Leaders Arrive
- September 1 – September 4, 2016: NSW Leader Training
- September 5, 2016: Peer Leader training
- September 6- September 11, 2016: 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."

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.

**New Student Week (NSW)**

The purpose of New Student Week is to provide incoming students with experiences and information that prepare them to thrive both academically and socially in their first year at Carleton and beyond. We accomplish this through activities and interactions designed to introduce new students and their families to the values of the institution, as they are embodied in, and enacted by, the people, programs and lived experience of our campus. Our hope is that by the end of the orientation period, students have begun to situate themselves in this rich environment with a clearer sense of how their own talents and abilities can flourish and grow.

Specifically, new students should feel that they have one or more reliable sources of information for academic issues and institutional policies and regulations. They should have an awareness of the support structures on campus for social, emotional, and physical health and well-being. They should begin to gain a first-hand understanding of the rewards and challenges of living and working within a diverse community and begin the process of making social connections within such a community. While

students *may* not get all of their questions answered or anxieties addressed, we hope that they enter their first term confident that they can find the help and resources they need to succeed.

### **Program Assistant, New Student Week (NSW)**

NSW Program Assistants work collaboratively with faculty, staff, and students in creating an exciting, educational, and memorable NSW experience for all participants. Collectively, these individuals share a common desire to assist and welcome new students during their transition to Carleton. NSW Program Assistants help coordinate the efforts of NSW Leaders and work full-time throughout the summer to help prepare for New Student Week.

Note: This is a full-time, summer position.

### **New Student Week Responsibilities**

- Collaborate with other Peer Leaders, staff and faculty in creating a welcoming and inclusive campus community
- Provide resources and opportunities for new students to pursue and reflect on experiences that prepare students for their post Carleton lives
- Serve as a positive role model and mentor to new students
- Encourage new 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 new students
- Be available to assist with the welcoming of new students and their families during New Student Week
- Assist in selecting and training NSW Leaders
- Assist in developing the leader training schedule and curriculum
- Assist in the design and layout of NSW related publications and videos
- Assist with Parent Orientation during NSW
- Correspond with NSW Leaders throughout the summer
- Design NSW logos for use in publications, staff t-shirts, and other promotions
- Assist in planning and implementing a wide variety of entertainment during NSW
- Track expenses related to NSW
- Assist with NSW assessment
- Keep detailed records of projects
- Serve as the main point of contact for visitors in the Student Activities Office (summer months only)
- Assist with various office responsibilities including answering phones, responding to email, sending faxes, assisting summer residents, and assisting with summer programming
- Other duties as assigned

### **Qualifications**

- Carleton student in good academic and disciplinary standing
- Must have served as a NSW Leader or have significant program planning experience to be eligible

- Must be available to work a few hours per week during spring term 2016 to help interview and select NSW Leaders
- Desire to learn about graphic design, marketing, and promotion
- Desire to create publications that are meaningful to students and other audiences
- Desire to assist new students and learn group facilitation skills
- Interest in gaining knowledge of campus resources
- Willingness to work long hours during New Student Week, including evening and weekend hours
- 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
- Ability to represent the College in a professional manner
- Sense of humor