

Student Activities Office
Student Activities Programming Board (SAPB)
Program Assistant, Special Events
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, Special Events

This position coordinates a variety of special events and activities throughout the academic year and allows for a great deal of student input and programmatic flexibility. By collaborating with other departments, the Carleton Student Association, and student organizations, this position capitalizes on the creativity and spontaneity of Carleton students by providing logistical and event planning support.

Programs coordinated by this position may include Metro Access Fund, Halloween Concert, live comedy, educational lectures, break programming, end-of-term study breaks, and Senior Week.

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).

Special Events Responsibilities

- Plan and implement a wide variety of programs and activities during winter and spring break
- Coordinate and promote all aspects of the Metro Access Fund (MAF), including budget management, recruiting committee members, reviewing applications, communicating with applicants, and assisting other students with event logistics
- Represent the Special Event program during the CSA spring allocation process, ensuring all necessary financial requests are submitted and presented accurately and timely
- Coordinate the annual Halloween Concert
- Coordinate an annual Improv or Comedy Show
- Plan and promote Senior Week
- Assist with the annual commencement speech review process
- Coordinate the end-of-term “study break” and stress relief programs
- Coordinate events, activities, and publications for Accepted Student Days
- Represent the Special Events program at all CSA meetings as necessary
- Support Program Assistants in planning and implementing large, campus-wide events
- Attend weekly meetings of the Student Activities Programming Board (SAPB)
- 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