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

Application Information

- Contact: Ana Sontag (asontag, x4462)
- Applications and hiring information online: go.carleton.edu/activities
- 10 hours per week
- Paid mandatory trainings

Paid Mandatory Trainings

- May 17, 2016, 7:00 - 8:30 p.m.: Peer Leader Kick-Off
- August 29, 2016: Program Assistants arrive on campus
- August 29 - September 4, 2016: Program Assistant/Office training
- September 5, 2016: Peer Leader training
- September 6 - September 11, 2016: New Student Week involvement
- 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, 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, live comedy, 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 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.
Special Events Responsibilities

• Coordinate and promote all aspects of the Metro Access Fund (MAF), including budget management, reviewing applications, communicating with applicants, and assisting other students with event logistics
• Coordinate the annual Halloween event
• 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”
• Represent the Special Events program at all CSA meetings as necessary
• Represent the Special Event program during the CSA spring allocation process, ensuring all necessary financial requests are submitted and presented accurately and timely
• 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