

**Student Activities Office and the Carleton Student Association
Student Activities Programming Board (SAPB)
Program Assistant, Student Union Movie Organization (SUMO)
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 training

Mandatory Training

- May 19, 2015, 7:00 - 8:30 p.m.: Peer Leader Kick-Off
- September 1, 2015: Program Assistants arrive on campus
- September 1 - September 6, 2015: Program Assistant/Office training
- September 7, 2015: Peer Leader training
- September 8- September 13, 2015: New Student Week involvement

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, Student Union Movie Organization (SUMO)

This position is responsible for coordinating the Student Union Movie Organization (SUMO) film series, scheduling student projectionists and developing a variety of other film-based events, both on-and-off campus. In addition, this position will work with student organizations in interpreting and abiding by copyright laws and licensing requirements as it relates to showing films on campus.

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 assists other Program Assistants in planning and implementing large, campus-wide events

such as Spring Concert, Midwinter Ball, Halloween Concert, and Dances. Additional work hours may be available for break programming (i.e. spring and winter break).

The following student position is supervised by the Program Assistant, Student Union Movie Organization:

Projectionist

Projectionists assist the Student Union Movie Organization (SUMO) Program Assistant in soliciting and showing a wide variety of titles. These positions typically work 2-4 hours per week. Night and weekend hours required.

Student Union Movie Organization (SUMO) Responsibilities

- Develop a variety of movie-based student events, both on-and-off campus
- Gather student input to select film titles each term
- Develop a multicultural film and discussion series
- Assist other student organizations in interpreting and abiding by copyright laws and licensing requirements as it relates to showing films on campus
- Develop and manage the SUMO budget
- Represent SUMO during the CSA spring allocation process, ensuring all necessary financial requests are submitted and presented accurately and timely
- Hire, train, and schedule student projectionists for the SUMO film series
- Serve as Projectionist when needed
- Present updates to the CSA Senate each term
- Maintain the SUMO website and assist in the promotion of movie-based events
- 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
- Basic knowledge of the software program Excel
- Ability to represent the SAPB and CSA in a professional manner
- Willingness to work some evening, night, and weekend hours as needed
- Sense of humor