INFORMATION FOR DORM REPS

Position description:

The job of dorm rep is to find hosts for visiting prospective students. Every week or so the overnight host coordinator will place information about prospies visiting in the next few days in the mailboxes of the dorm reps. Some weeks when there are many overnight visitors, each dorm rep may get one or two prospies but the host coordinator will work to ensure that no dorm rep is overwhelmed by too many prospies. When dorm reps are assigned a prospie, it is their job to find a host. Dorm reps will be given a list of people who have indicated an interest in hosting. Dorm reps play a vital role in letting prospective students experience Carleton in an overnight visit. This manageable time commitment is a rewarding and critically important to the college.

If you have any questions about the position, contact the overnight host coordinator, Erik Anderson by email at anderser@carleton.edu or phone at 612-723-7943.

FAQs

What do I do when I receive a prospie sheet?

If a yellow slip of paper appears in your mailbox, follow these steps:

1. Find someone in your dorm (or elsewhere) who is willing to host the prospie and is available to do so at the time it is needed. The host must be of the same gender as the prospie and live in a dorm. Write their name, dorm room number, and phone number on the prospie sheet.
2. Ask if the host will need a rollaway bed or linens. If so, check off which items are needed on the prospie sheet. These will be delivered by noon on the day the prospie arrives. If the prospie is staying over the weekend (Friday, Saturday or Sunday night) they will be delivered before noon on Friday.
3. Let the host know when and where their prospie needs to be picked up. It would be helpful to write this down and give it to them, so they don’t forget.
4. Bring the prospie sheet to the Admissions Office or call Michele Kamen (x4522) as soon as a host is found. We need to have the sheet before 12:00pm on the day before the prospie arrives.

Can I host a prospie, too?

Sure! Just fill in your name, number, etc. on the sheet.

What if I can’t find a host?

If you are having trouble finding a host, call Michele at x4522 right away. She can figure it out from there. Michele leaves the office at 1:00pm, so make sure and call before then!

What if I have more questions?

Email our Overnight Coordinator, Erik Anderson (anderser), if you have more questions or if you didn’t sign up at the Activities Fair but have decided you want to be a Dorm Rep.