Position Title: Program Assistant

Who should apply?
The Office of Summer Academic Programs hosts about 1,500 people each summer at Carleton College, including high school teachers, college students from Japan, high school students, and conference attendees. The Office of Summer Academic Programs provides administrative support to the many programs running on campus, including housing, staffing, arrival/departure coordination, event coordination, and program materials production. Although we keep very busy, the Summer Programs Staff tries to keep our environment cooperative, friendly, and fun. We welcome applicants who are friendly, cooperative, resourceful, enthusiastic, organized, outgoing, willing to go the extra mile, and committed to providing visitors to our campus with a positive and memorable Carleton experience.

Position Schedule:
- Part Time: Spring Term (not to exceed 10 hours/week)
- Full Time: June 10 – August 29
- This position is open to currently enrolled Carleton students.

Benefits of the Position:
Program Assistants will be paid $9.28/hour (up to 10 hours per week) during the school year and will receive a stipend of $4,200 (plus single, air-conditioned room and board) for their full-time summer work.

Responsible to:
- Jeremy Updike, Director, Summer Academic Programs
- Amanda Williams, Coordinator, Summer Academic Programs
- Katie Yunker, Administrative Assistant, Summer Academic Programs

Qualifications and Requirements:
- Program Assistants are required to live in the residence halls, with the program participants, during certain programs in the summer.
- Program Assistants must have a working knowledge of campus life, residence hall life, and be able to handle emergency situations as they arise.
- Applicants must be able/eligible to drive college vehicles.
- Applicants should be available to working part-time in the spring term of their hiring year in addition to the full summer. Consideration will be made for applicants participating in off-campus programs, and students who have full-time positions in the spring (ie. RAs, TA’s, and peer leaders).
- Program Assistants must be able to accurately enter data, type, and file.
- Program Assistants must have excellent organization, time management skills, and they must be flexible and able to work in a team based atmosphere.

Desired Qualifications:
- Experience as an RA or camp counselor
- Knowledge of First-Aid/CPR
- Demonstrated success in a Peer Leadership Role
- Previous campus employment

General Responsibilities:
- Drive campus vehicles on errands and trips to Twin Cities.
- Know procedures/protocols for on-campus emergencies.
- Conduct campus tours.
- Attend Summer Program’s staff meetings.
Specific Responsibilities:

1. Respond to telephone and email questions from summer program participants.
2. Use software programs including Microsoft Office, Filemaker Pro, and InDesign to register participants and produce program materials.
3. Prepare, duplicate, and assemble program materials for all Summer Teaching Institute and Pre-college program participants.
4. Prepare informational signs for all programs.
5. Assist with and/or coordinate special events, special meals, room reservations, custodial services requests, and participant activities; including setup and take down and assisting with event details.
6. Coordinate and manage program check-ins and outs. This includes: distributing/collecting keys & keycards, distributing program materials, and assisting program participants as they move into/out of the residence halls.
7. Manage one pre-college program while assisting with the needs of other programs.
8. Attend extra-curricular program events. This includes: picnics, field trips, activities, and other events as determined by the Director.
10. Some lifting/transporting heavy boxes throughout the summer. Most of this will be done in preparation for the Summer Teaching Institute.
11. Other duties as assigned.

Expectations of a Program Assistant:

- Program Assistants are expected to rotate being ‘on-call’ in twenty-four hour shifts during some programs. The ‘on-call’ program assistant must be on campus, especially in the evening/at night, so that they are available to participants as needed. *At no time should all program assistants be off campus at the same time while programs are in session unless prior approval has been given by the Director.*
- Program Assistants are representatives of Carleton College and are expected to conduct themselves in a manner that reflects credit on themselves and the College at all times.
- Program Assistants are expected to attend and/or participate in any evening activities scheduled for CHUO. Any requests to be excused from an activity or replaced by another Program Assistant must be approved by the Director.
- Program Assistants are expected to arrive at the office or activities promptly at the scheduled time, unless notified by the Director. Program Assistants are expected to plan their social activities accordingly.
- Program Assistants are expected to treat their co-workers with respect, support each other in their work, maintain a positive attitude, provide assistance to each other as needed both in the office and during the evenings and weekends, and consistently act as a positive representative of Carleton College.
- Program Assistants are expected to refrain from entertaining overnight guests while they are housed in the same building with program participants.

Additional Information

The Program Assistant position requires a large time commitment both in and out of the office; they generally work approximately 40 hours per week, however, the specific days and hours a Program Assistant works will vary week to week and will include many evenings and most weekends. While specific duties vary from program to program throughout the summer, the time and attention of a Program Assistant is almost always in demand. Some days, Program Assistants will spend the majority of their day in the office preparing materials for upcoming programs; other days, they will be conducting English conversations with Japanese students, preparing coffee breaks, running errands, organizing/attending events, or organizing/attending activities & field trips. No additional employment or off-campus commitments are permitted for the duration of your employment.

Any questions on the position should be directed to: Amanda Williams, ex:4038, awilliams@carleton.edu

All possible applicants must complete the application form by April 10, 2014. The application is available at go.carleton.edu/summer.